

Mount Alexander Shire Council
Budget Report
2024-2025

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Mayor's Introduction

On behalf of Council, I am pleased to share the 2024/2025 Budget with you. Councillors and council staff have worked thoughtfully and co-operatively to create a budget that reflects needs and priorities, informed by the community. This year's \$49.17 million budget outlines the resources required to continue delivering a significant number of services to our community, and to fund a range of capital works projects throughout the shire.

I don't need to remind anyone about the impact of increased prices in general; as an organisation delivering vital works and services to our community, we feel it too. This year's budget process has again been challenging due to the sheer number of potential projects that could be funded. Unfortunately, we do not have enough funds to do the work that everyone would like us to. We've committed to maintaining current service levels while continuing to maintain infrastructure and we are leveraging funding from other levels of government as much as we can.

We've balanced fiscal responsibility with service delivery priorities, and our financial position remains sound with a positive working capital ratio that supports our ability to meet financial commitments as they fall due, coupled with a low level of debt. Our budget includes an allocation of \$10.81 million for capital works, to improve infrastructure such as roads, bridges, drains, and footpaths, as well as strong investment in our community facilities.

Some highlights of the capital works program include:

- A number of recreation projects including commencement of an upgrade to the Campbells Creek Recreation Reserve pavilion (\$806k, subject to funding), and design works for future year construction, or renovation, of public toilets in Norwood Hill, Newstead, and Harcourt (\$66k).
- Progressing multi-year projects including construction of the Castlemaine and Campbells Creek levees (\$2.17m), and the continued restoration of the former Wesleyan Church in Chewton (\$322k).
- Continuing a number of annual renewal and replacement programs across a range of assets including community buildings (\$556k), plant and machinery (\$1.33m), swimming pools (\$142k), road resheeting and resealing (\$1.91m).
- Several minor projects, including investigation of streetscape improvements for the smaller towns within the shire (\$86k), footpath design and renewal works (\$336k), replacement of a playground (\$218k), and major patching of the road network (\$337k).
- Year one, of a two-year project, to commission a public art installation (\$134k).

We are again seeking grant income to help fund our capital works program, and expect to receive \$4.66 million from both the State and Federal governments for a number of projects. We are very appreciative of the ongoing support of both other tiers of government that allows us to improve the services and facilities for our shire.

Council's focus for the next year will also be on delivering projects and services that continue to meet the needs of our community as identified in the Council Plan 2021-2025. This year's budget will be delivered in the final year of that plan, and the budget contains several new and continuing initiatives. These include:

- Increasing the budget allocation to a number of tree management programs, to ensure best practice tree management and to mitigate potential risks associated with trees in public places.
- Increasing the annual allocation to \$100k, for this year and next year, to the Castlemaine Art Museum, to support them to make the necessary operational and strategic changes to strengthen the future of this much-valued organisation.
- Continued budget allocations to implement actions arising from:
 - Council's Disability Action Plan (2022-2026) to improve accessibility and inclusion for people living with a disability.
 - Strategies contained within Council's Early Years Plan 2022-2026, which focuses on children aged 0-8 and their families, and Middle Years Plan 2023-2026 (for children aged 8-12 and their families).

- Progressing our work on affordable housing solutions within the Shire, which is a priority for all Councillors, and includes an inaugural allocation of \$500,000 to the Mount Alexander Affordable Housing Trust.
- Allocating \$40,000 to continue our support of the Castlemaine-Maryborough Rail Trail Group in their endeavours to transform the disused rail corridor connecting the two towns into a world-class recreational trail.

We appreciate the feedback on budget ideas that we received from community members, predominately through our "Shape Mount Alexander" website. Preservation of our Shire's rich building heritage and surrounding natural environment were the important themes that we heard from contributors (in addition to roads, recreation, parks, gardens, and arts and culture) and I'm pleased to say that we've included support for heritage studies and digital mapping of environmental assets within the budget.

The budget includes an increase to average rates income of 2.75%, in line with the rate cap set by the Victorian Government. Waste charges have been increased by 2.75% as well, to reflect the rising costs of waste management. Making decisions on rates and service charges is never easy, and Councillors have spent much time discussing, and reviewing, what is appropriate for our community and what is financially sustainable for the organisation, both now and in future.

While Council has proposed an increase to average rates income of 2.75%, the actual increase for each ratepayer will vary, based on the amount of their individual property valuation. The Victorian Government values all properties annually, resulting in a redistribution of rates payable, based on the change to a property's value.

The budget has been developed through a rigorous process of consultation and review by staff and Councillors, and Council endorses it as financially responsible. Our decisions were heavily informed by submissions and feedback from ratepayers and residents (as well as our obligations to meet legislative requirements, including the Fair Go Rates System).

I encourage you to read this document to understand the significant investment in capital works and the programs and services we will deliver in the financial year ahead. Thank you to everyone who made a submission during our initial stage of budget consultation - we appreciate your time and engagement more than you know.

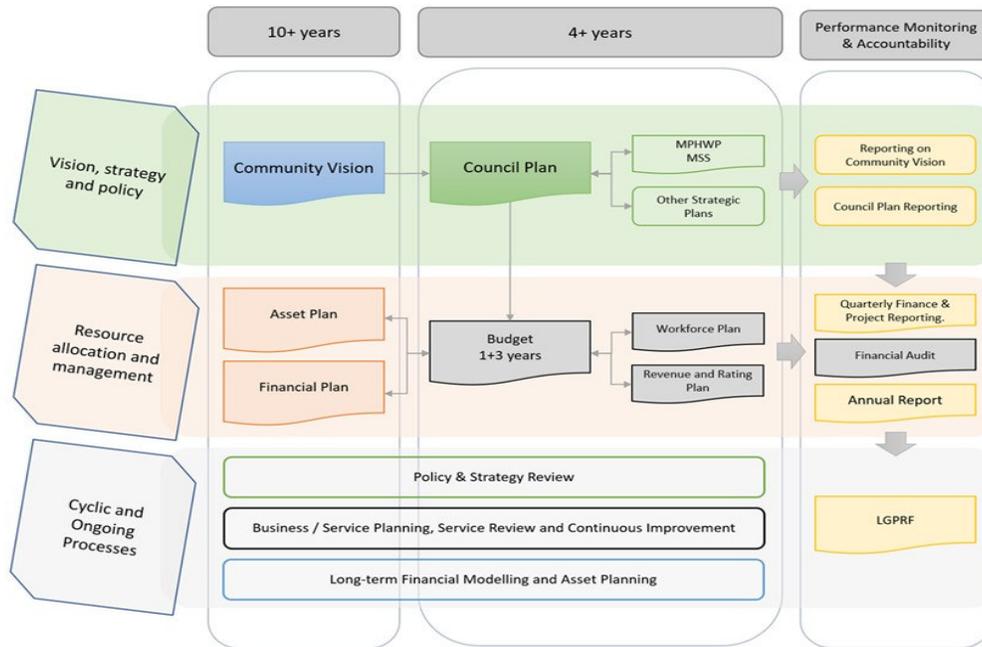
Cr Matthew Driscoll
Mayor

1. Link to the Integrated Strategic Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long-term (Community Vision and Financial Plan), medium-term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short-term (Budget) and then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated strategic planning and reporting framework that applies to local government in Victoria. At each stage of the integrated strategic planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated strategic planning and reporting framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services - such as animal management, local roads, food safety and statutory planning - most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with a councils adopted Community Engagement Policy and Public Transparency Policy.

1.2 Our purpose

Our Vision

Working together for a healthy, connected shire

Our Principles

We are engaging genuinely with the community

We are always improving

We are delivering together

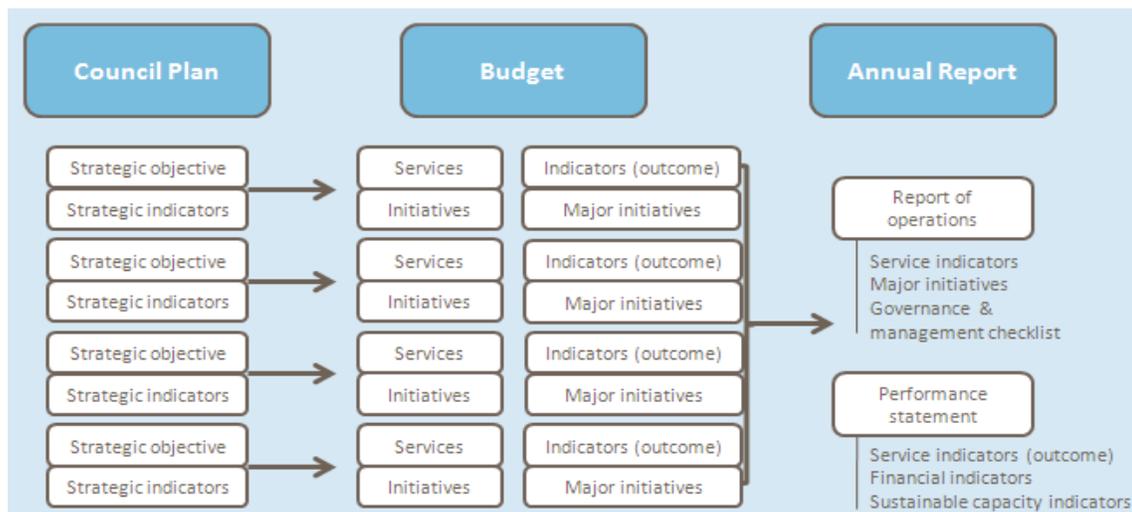
1.3 Strategic objectives

Council delivers activities and initiatives under major service categories. Each contributes to the achievement of one of the pillars as set out in the four-year Council Plan 2021-2025. The three pillars described in the Council Plan are detailed below.

Strategic Objective	Description
A healthy, connected, and inclusive community	<ul style="list-style-type: none">- 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
An environment for people and nature	<ul style="list-style-type: none">- 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
A resilient and growing local economy	<ul style="list-style-type: none">- 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

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024/25 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions

2.1 A healthy, connected, and inclusive community

Population | Health | Wellbeing | Support | Resilience | Partnerships | Social services | Connections | Venues | Events | Safety | Communication

Services

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Aged and Disability Services	Assesses and plans services for older people and people with disabilities to enable them to remain living independently. This includes services for home care, personal care, respite, delivered meals, home safety, as well as social support programs for isolated older people.	<i>Inc</i>	2,722	2,651	3,780
		<i>Exp</i>	(2,824)	(3,055)	(3,636)
		<i>Surplus / (deficit)</i>	(101)	(405)	144
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.	<i>Inc</i>	305	439	462
		<i>Exp</i>	(887)	(972)	(1,041)
		<i>Surplus / (deficit)</i>	(582)	(533)	(578)
Communication	Provides information to the community about our programs and services through media, social media, advertising, newsletters, and web. Assists and provides advice to staff on sharing information and engaging with the community.	<i>Inc</i>	1	-	-
		<i>Exp</i>	(500)	(481)	(687)
		<i>Surplus / (deficit)</i>	(499)	(481)	(687)
Community Partnerships	Works with local residents, community organisations, and service providers to build community capacity and strengthen our engagement with the community.	<i>Inc</i>	34	-	-
		<i>Exp</i>	(674)	(727)	(709)
		<i>Surplus / (deficit)</i>	(640)	(727)	(709)

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Venue Coordination and Events	Provides hire and management services for public venues, support of events within the shire, as well as cleaning and maintenance of public restrooms.	<i>Inc</i>	39	12	12
		<i>Exp</i>	(871)	(910)	(937)
		<i>Surplus / (deficit)</i>	(832)	(898)	(925)
Customer Service	Assists customers with general enquiries, shares information, registers community requests for service, and processes payments.	<i>Inc</i>	-	-	-
		<i>Exp</i>	(434)	(461)	(522)
		<i>Surplus / (deficit)</i>	(434)	(461)	(522)
Emergency Management	Develops and implements strategies to increase the emergency management capability of the shire and community. Undertakes prevention measures to reduce risk from all natural disasters, particularly fire and flood.	<i>Inc</i>	963	290	129
		<i>Exp</i>	(377)	(1,230)	(369)
		<i>Surplus / (deficit)</i>	586	(939)	(240)
Environmental Health	Conducts inspections and maintains registrations for food and public health businesses, including registration and approval of temporary food permits, assessment of septic tank applications, as well as investigation of complaints.	<i>Inc</i>	178	196	188
		<i>Exp</i>	(342)	(391)	(379)
		<i>Surplus / (deficit)</i>	(164)	(194)	(191)
Executive	Strategically manages the organisation in keeping with the requirements of good governance. This function also includes projects managed by the Executive team, including: - commitments to address the housing affordability challenge in our community, including an affordable housing trust. - supporting local resources for homelessness services. - facilitating projects on behalf of Healthy Loddon Campaspe, including the Healthy Schools project	<i>Inc</i>	21	-	-
		<i>Exp</i>	(1,400)	(1,588)	(2,060)
		<i>Surplus / (deficit)</i>	(1,379)	(1,588)	(2,060)
Library	Provides accessible information and resources for the recreational, cultural, educational and social development of our community. The service is provided by Goldfields Library Corporation via the library located in Castlemaine.	<i>Inc</i>	0	5	5
		<i>Exp</i>	(550)	(569)	(586)
		<i>Surplus / (deficit)</i>	(549)	(564)	(581)
Early Years	Provides consultations, information, referrals, advice and support for children from birth to school age, and their families.	<i>Inc</i>	518	342	335
		<i>Exp</i>	(574)	(788)	(514)
		<i>Surplus / (deficit)</i>	(55)	(446)	(179)
People and Culture	Provides strategic and operational organisation capability support including human resources and industrial relations strategies, policies and procedures, as well as training and development opportunities.	<i>Inc</i>	-	-	-
		<i>Exp</i>	(1,049)	(981)	(1,111)
		<i>Surplus / (deficit)</i>	(1,049)	(981)	(1,111)
Records	Receives, stores, retrieves and archives records and ensures legislative and privacy requirements are met.	<i>Inc</i>	-	-	-
		<i>Exp</i>	(283)	(322)	(369)
		<i>Surplus / (deficit)</i>	(283)	(322)	(369)
Youth Development	Works in partnership with young people and 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.	<i>Inc</i>	143	98	98
		<i>Exp</i>	(263)	(286)	(232)
		<i>Surplus / (deficit)</i>	(120)	(189)	(135)

Other Initiatives

- 1) Investing in the Mount Alexander Affordable Housing Trust, to contribute to affordable and social housing - \$500,000
- 2) As a precursor to our customer engagement strategy, investing in minor improvements to the phone system - \$39k.
- 3) Implementing actions from our Disability Action Plan 2023-2027 (\$15k), Early Years Plan 2022-2025 (\$15k) and Middle Years Plan 2023-2026 (\$10k).
- 4) On election of a new Council in late-2024, creating a new four-year Council Plan and Municipal Public Health and Wellbeing Plan - \$100k.
- 5) Support short term coordination of homelessness services across Mount Alexander Shire - \$61k.

Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Actual	2022/23 Actual
Libraries*	Participation	23.10%	20.22%	17.85%
Animal management*	Health and safety	100.00%	100.00%	100.00%
Food safety*	Health and safety	100.00%	16.22%	61.54%
Maternal and child health*	Participation	86.50%	87.34%	84.31%
Maternal and child health*	Participation	77.78%	96.77%	87.88%

* refer to table at end of section 2.3 for information on the calculation of Service Performance Outcome Indicators

2.2 An environment for people and nature

Buildings | Sport and recreation facilities | Roads | Bridges | Footpaths | Drainage | Trails | Playgrounds | Gardens | Natural environment | Waste | Recycling | Climate

Services

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Active Communities	Provides advice on local recreational needs and facility use and planning, support for sports and recreation clubs, while running special projects and events to promote and develop healthy physical activity in the shire.	<i>Inc</i>	3	-	-
		<i>Exp</i>	(309)	(308)	(306)
		<i>Surplus/ (deficit)</i>	(306)	(308)	(306)
Community Buildings and Property Management	Prepares maintenance and management programs for our buildings, pavilions and other community assets to maximise value and use. The service also facilitates management and strategic planning for our building, land, commercial and community leases and licences.	<i>Inc</i>	279	184	304
		<i>Exp</i>	(895)	(1,147)	(1,352)
		<i>Surplus/ (deficit)</i>	(616)	(963)	(1,048)
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.	<i>Inc</i>	828	1,300	1,375
		<i>Exp</i>	(833)	(997)	(1,035)
		<i>Surplus/ (deficit)</i>	(5)	303	340
Climate Change	Develops environmental policy, coordinates and implements environmental projects, and works with other services to improve our environmental performance, including climate change initiatives.	<i>Inc</i>	92	-	-
		<i>Exp</i>	(219)	(203)	(236)
		<i>Surplus/ (deficit)</i>	(127)	(203)	(236)

Service area	Description of services provided		2022/23	2023/24	2024/25
			Actual \$'000	Forecast \$'000	Budget \$'000
Parks and Gardens	Manages key parks and recreation areas including Castlemaine Botanical Gardens, Maldon Gardens, and Victory Park, as well as managing street trees, tree planting and removal, in addition to planning and strategies.	<i>Inc</i>	144	40	40
		<i>Exp</i>	(2,636)	(2,734)	(2,971)
		<i>Surplus/ (deficit)</i>	(2,492)	(2,694)	(2,931)
Recreation Facilities	Oversees the management, use and development of sports grounds and pavilions. Provides advice on recreational needs, facility use, and planning to provide access to well-maintained sporting and recreation facilities.	<i>Inc</i>	436	314	314
		<i>Exp</i>	(1,228)	(1,238)	(1,247)
		<i>Surplus/ (deficit)</i>	(792)	(924)	(933)
Operations	Undertakes maintenance and of our roads, bridges, paths and drainage. This includes maintenance grading, patrol patching, periodic gravel and bituminous resurfacing, road and intersection renewals, road markings, signage, drain clearance, and street sweeping.	<i>Inc</i>	5,741	1,367	3,441
		<i>Exp</i>	(6,225)	(5,259)	(4,782)
		<i>Surplus/ (deficit)</i>	(485)	(3,892)	(1,341)
Waste Management	Manages the waste management facilities at Castlemaine and Maldon. Provides kerbside waste and recycling collection, and develops and implements waste and resource recovery strategies.	<i>Inc</i>	1,469	480	463
		<i>Exp</i>	(3,286)	(4,345)	(4,926)
		<i>Surplus/ (deficit)</i>	(1,817)	(3,865)	(4,463)

Major Initiatives

- 1) Continuing the multi-year project to construct levees in Castlemaine and Campbells Creek - \$2.17 million.
- 2) Continuing the multi-year project to upgrade Diamond Gully Road and associated intersection - \$701k.
- 3) Investigation works for installation, or renovation, of public toilets facilities across three sites (Norwood Hill, Stanley Park, and Newstead)- \$66k.
- 4) Annual replacement of a playground and open space assets - \$403k.
- 5) Subject to grant funding, commencement of multi-year upgrade works to the Campbells Creek Recreation Reserve pavilion - \$806k.
- 6) Annual programs to reseal local roads and resheet gravel roads - \$1.91 million.
- 7) Continue improvement works at the former Wesleyan Church in Chewton - \$322k.
- 8) Investigation and design works for sport and recreation facilities, subject to grant funding - \$81k.
- 9) Accessibility upgrades to community buildings - \$275k.
- 10) Renewal of community buildings - \$281k.

Other Initiatives

- 11) In accordance with our Building Asset Management Plan, increasing the allocation for building maintenance - \$50k.
- 12) Risk management of trees within the Shire, including Camp Reserve and Gingell Street Castlemaine - \$200k.
- 13) Purchasing Australian carbon credits to offset the organisation's emissions - \$53k.
- 14) Removal of asbestos from community buildings - \$74k.
- 15) Digital mapping of natural environment assets - \$47k.

Service Performance Outcome Indicators

Service	Indicator	2020/21	2021/22	2022/23
		Actual	Actual	Actual
Roads*	Satisfaction	50	56	51
Waste collection*	Waste diversion	36.30%	34.08%	34.09%
Aquatic facilities*	Utilisation	0.90	0.78	1.03

* refer to table at end of section 2.3 for information on the calculation of Service Performance Outcome Indicators

2.3 A resilient and growing local economy

Business | Economy | Jobs | Education | Creativity | Innovation | Tourism | Culture | Heritage | Development | Corporate

Services

Service area	Description of services provided		2022/23	2023/24	2024/25
			Actual \$'000	Forecast \$'000	Budget \$'000
Building Services	Provides building compliance services including emergency management responsibilities, fire safety inspections, swimming pool barrier audits, and investigation of complaints and illegal works.	<i>Inc</i>	118	171	178
		<i>Exp</i>	(456)	(374)	(363)
		<i>Surplus/ (deficit)</i>	(339)	(203)	(185)
Cultural Development	Provides advocacy and support to help develop arts, cultural, and creative activities across the shire.	<i>Inc</i>	-	-	-
		<i>Exp</i>	(192)	(237)	(309)
		<i>Surplus/ (deficit)</i>	(192)	(237)	(309)
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.	<i>Inc</i>	1	20	-
		<i>Exp</i>	(503)	(627)	(532)
		<i>Surplus/ (deficit)</i>	(503)	(607)	(532)
Financial Services	Manages finances through the preparation and monitoring of the budget, payment of accounts, procurement of services, raising and collection of rates and charges, and valuation of properties.	<i>Inc</i>	1,201	1,547	1,095
		<i>Exp</i>	(1,608)	(1,648)	(1,883)
		<i>Surplus/ (deficit)</i>	(407)	(100)	(788)
Governance	Coordinates Council meetings, Councillor related activities, and provides support and oversight of compliance with the Local Government Act.	<i>Inc</i>	34	-	-
		<i>Exp</i>	(1,658)	(1,831)	(2,126)
		<i>Surplus/ (deficit)</i>	(1,624)	(1,831)	(2,126)
Information Technology Services	Provides, supports, and maintains cost effective communications and IT systems enabling Council to deliver services in a productive and efficient way.	<i>Inc</i>	-	-	-
		<i>Exp</i>	(1,589)	(1,465)	(1,725)
		<i>Surplus/ (deficit)</i>	(1,589)	(1,465)	(1,725)
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. 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.	<i>Inc</i>	1,222	487	474
		<i>Exp</i>	(1,831)	(1,720)	(1,619)
		<i>Surplus/ (deficit)</i>	(609)	(1,233)	(1,145)

Service area	Description of services provided		2022/23	2023/24	2024/25
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Tourism Services	Provides visitor information, marketing and industry development for the shire. Supports economic and social benefits of tourism through operation of Visitor Information Centres in Castlemaine and Maldon. Provides accommodation and tour booking services.	<i>Inc</i>	126	74	74
		<i>Exp</i>	(390)	(379)	(389)
		<i>Surplus/ (deficit)</i>	(264)	(305)	(316)

Other Initiatives

- 1) Implementation of strategic planning projects, plus the Castlemaine Heritage Study - \$105k.
- 2) Creating a Rural Land Strategy - \$20k.
- 3) Support for the Castlemaine-Maryborough Rail Trail to further progress its development - \$40,000
- 4) One-off increase of \$69,250 to the contribution to the Castlemaine Art Museum for 2024/25 and 2025/26 to bring the annual contribution to \$100,000 p.a.

Service Performance Outcome Indicators

Service	Indicator	2020/21	2021/22	2022/23
		Actual	Actual	Actual
Governance*	Satisfaction	49	55	50
Statutory Planning*	Decision making	33.33%	75.00%	66.67%

* refer to table at end of section 2.3 for information on the calculation of Service Performance Outcome Indicators

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Consultation and engagement	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory planning	Decision making	Council planning decisions upheld at VCAT	[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Roads	Satisfaction	Satisfaction with sealed local roads	[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]
Libraries	Participation	Active library borrowers in municipality	Number of active library borrowers in the last three years / The sum of the population for the last three years] x100
Waste management	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is 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

Service	Indicator	Performance Measure	Computation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities / Population per head of population)	Number of visits to aquatic facilities / Population
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Maternal and Child Health Participation		Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
		Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

2.4 Reconciliation with budgeted operating result

	Surplus/ (Deficit)	Expenditure	Income / Revenue
	\$'000	\$'000	\$'000
A healthy, connected, and inclusive community	(8,143)	(13,152)	5,009
An environment for people and nature	(10,918)	(16,855)	5,937
A resilient and growing local economy	(7,125)	(8,946)	1,820
Total	(26,186)	(38,952)	12,766

Expenses added in:

Depreciation	9,991
Finance costs	82
Net gain/(loss) on disposal of assets	1,160
Surplus/(Deficit) before funding sources	(37,419)

Funding sources added in:

Rates and charges revenue	28,499
Rates interest	200
Capital works income	4,435
Unallocated Federal Financial Assistance Grant	4,515
Total funding sources	37,649
Operating surplus/(deficit) for the year	230

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024/25 has been supplemented with projections to 2027/28

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Comprehensive Income Statement

Balance Sheet

Statement of Changes in Equity

Statement of Cash Flows

Statement of Capital Works

Statement of Human Resources

Comprehensive Income Statement
For the four years ending 30 June 2028

		Forecast Actual	Budget	Projections		
	NOTES	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Income / Revenue						
Rates and charges	4.1.1	27,598	28,499	29,316	30,158	31,062
Statutory fees and fines	4.1.2	1,324	1,358	1,385	1,413	1,441
User fees	4.1.3	1,466	2,545	2,621	2,700	2,781
Grants - operating	4.1.4	5,355	9,492	9,712	9,937	10,168
Grants - capital	4.1.4	4,778	4,435	5,738	5,291	5,605
Contributions - monetary	4.1.5	460	310	300	327	371
Contributions - non-monetary	4.1.5	765	1,000	1,020	1,040	1,061
Net gain (or loss) on disposal of property, infrastructure, plant and equipment		(695)	(1,160)	(1,004)	(1,020)	(1,035)
Share of net profits (or loss) of associates and joint ventures		5	5	5	5	5
Other income	4.1.6	1,893	1,741	1,518	1,455	1,408
Total income / revenue		42,949	48,225	50,612	51,306	52,868
Expenses						
Employee costs	4.1.7	19,996	21,526	22,089	23,191	24,349
Materials and services	4.1.8	14,785	14,083	13,441	13,979	14,538
Depreciation	4.1.9	9,523	9,699	10,086	10,511	10,857
Amortisation - intangible assets	4.1.10	204	174	250	250	210
Depreciation - right of use assets	4.1.11	136	118	101	94	66
Allowance for impairment losses		21	20	24	26	28
Borrowing costs		65	60	55	3	-
Finance costs - leases		11	22	15	9	3
Other expenses	4.1.12	1,618	2,293	1,793	1,811	1,829
Total expenses		46,359	47,995	47,854	49,873	51,880
Surplus/(deficit) for the year		(3,410)	230	2,758	1,433	988
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain / (loss)		232	4,104	4,122	4,167	4,210
Total other comprehensive income		232	4,104	4,122	4,167	4,210
Total comprehensive result		(3,178)	4,334	6,880	5,599	5,198

Balance Sheet

For the four years ending 30 June 2028

		Forecast Actual	Budget	Projections		
	NOTES	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Assets						
Current assets						
Cash and cash equivalents		3,808	3,354	3,493	3,249	2,477
Trade and other receivables		3,000	4,717	4,927	5,006	5,153
Other financial assets		23,000	21,850	22,943	24,090	25,294
Inventories		120	124	117	127	120
Other assets		560	560	560	560	560
Total current assets	4.2.1	<u>30,488</u>	<u>30,604</u>	<u>32,041</u>	<u>33,032</u>	<u>33,605</u>
Non-current assets						
Investments in associates, joint arrangement and subsidiaries		660	1,008	1,368	1,741	2,127
Property, infrastructure, plant & equipment		416,711	421,228	425,582	429,947	434,416
Right-of-use assets	4.2.4	379	261	160	66	-
Intangible assets		664	824	574	324	114
Total non-current assets	4.2.1	<u>418,414</u>	<u>423,321</u>	<u>427,684</u>	<u>432,078</u>	<u>436,657</u>
Total assets		<u>448,902</u>	<u>453,925</u>	<u>459,724</u>	<u>465,110</u>	<u>470,262</u>
Liabilities						
Current liabilities						
Trade and other payables		1,617	1,963	1,848	1,919	1,987
Trust funds and deposits		1,845	1,642	1,461	1,345	1,237
Contract and other liabilities		3,584	4,301	4,946	5,045	5,095
Provisions		3,423	3,471	3,520	3,569	3,619
Interest-bearing liabilities	4.2.3	131	1,336	141	-	-
Lease liabilities	4.2.4	99	142	128	77	-
Total current liabilities	4.2.2	<u>10,699</u>	<u>12,854</u>	<u>12,044</u>	<u>11,954</u>	<u>11,938</u>
Non-current liabilities						
Provisions		1,928	1,898	1,868	1,838	1,808
Interest-bearing liabilities	4.2.3	1,476	141	-	-	-
Lease liabilities	4.2.4	295	194	94	-	-
Total non-current liabilities	4.2.2	<u>3,699</u>	<u>2,233</u>	<u>1,962</u>	<u>1,838</u>	<u>1,808</u>
Total liabilities		<u>14,398</u>	<u>15,087</u>	<u>14,006</u>	<u>13,792</u>	<u>13,747</u>
Net assets		<u>434,504</u>	<u>438,838</u>	<u>445,718</u>	<u>451,318</u>	<u>456,515</u>
Equity						
Accumulated surplus		108,626	110,324	113,778	115,979	117,809
Reserves		325,878	328,514	331,941	335,338	338,706
Total equity		<u>434,504</u>	<u>438,838</u>	<u>445,718</u>	<u>451,318</u>	<u>456,515</u>

Statement of Changes in Equity
For the four years ending 30 June 2028

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2024 Forecast Actual					
Balance at beginning of the financial year		437,784	112,036	299,760	25,988
Surplus/(deficit) for the year		(3,410)	(3,410)	-	-
Net asset revaluation gain / (loss)		232	-	232	-
Transfers to other reserves		16,499	-	-	16,499
Transfers from other reserves		(16,601)	-	-	(16,601)
Balance at end of the financial year		434,504	108,626	299,992	25,886
2025 Budget					
Balance at beginning of the financial year		434,504	108,626	299,992	25,886
Surplus/(deficit) for the year		230	230	-	-
Net asset revaluation gain / (loss)		4,104	-	4,104	-
Transfers to other reserves	4.3.1	-	(11,644)	-	11,644
Transfers from other reserves	4.3.1		13,112		(13,112)
Balance at end of the financial year	4.3.2	438,838	110,324	304,096	24,418
2026					
Balance at beginning of the financial year		438,838	110,324	304,096	24,418
Surplus/(deficit) for the year		2,758	2,758	-	-
Net asset revaluation gain / (loss)		4,122	-	4,122	-
Transfers to other reserves		-	(11,844)	-	11,844
Transfers from other reserves			12,540		(12,540)
Balance at end of the financial year		445,718	113,778	308,219	23,722
2027					
Balance at beginning of the financial year		445,718	113,778	308,219	23,722
Surplus/(deficit) for the year		1,433	1,433	-	-
Net asset revaluation gain / (loss)		4,167	-	4,167	-
Transfers to other reserves		-	(10,989)	-	10,989
Transfers from other reserves			11,758		(11,758)
Balance at end of the financial year		451,318	115,979	312,385	22,953
2028					
Balance at beginning of the financial year		451,318	115,979	312,385	22,953
Surplus/(deficit) for the year		988	988	-	-
Net asset revaluation gain / (loss)		4,210	-	4,210	-
Transfers to other reserves		(0)	(10,134)	-	10,134
Transfers from other reserves			10,976		(10,976)
Balance at end of the financial year		456,515	117,809	316,595	22,111

Statement of Cash Flows

For the four years ending 30 June 2028

NOTES	Forecast	Budget	Projections			
	Actual	2024/25	2025/26	2026/27	2027/28	
	2023/24	2024/25	2025/26	2026/27	2027/28	
	\$'000	\$'000	\$'000	\$'000	\$'000	
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	
Cash flows from operating activities						
Rates and charges	25,040	27,996	29,606	30,122	30,998	
Statutory fees and fines	1,298	1,467	1,540	1,554	1,583	
User fees	1,416	2,750	2,912	2,966	3,053	
Grants - operating	5,355	9,324	9,813	9,930	10,153	
Grants - capital	4,778	4,357	5,684	5,341	5,579	
Contributions - monetary	460	310	300	327	371	
Interest received	1,527	1,286	1,183	1,112	1,057	
Trust funds and deposits taken	1,952	-	-	-	-	
Other receipts	(97)	519	419	407	419	
Net GST refund / payment	(2,226)	2,015	2,098	2,163	2,244	
Employee costs	(17,345)	(21,427)	(22,024)	(23,120)	(24,276)	
Materials and services	(13,295)	(15,233)	(14,847)	(15,329)	(15,930)	
Trust funds and deposits repaid	-	(203)	(181)	(117)	(108)	
Other payments	(1,526)	(2,520)	(2,065)	(2,030)	(2,051)	
Net cash provided by/(used in) operating activities	4.4.1	7,337	10,642	14,439	13,326	13,092
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment	(11,802)	(11,979)	(11,332)	(11,758)	(12,199)	
Proceeds from sale of property, infrastructure, plant and equipment	463	347	-	-	-	
Payments for investments	(250)	-	(1,448)	(1,515)	(1,585)	
Proceeds from sale of investments	-	807	-	-	-	
Net cash provided by/ (used in) investing activities	4.4.2	(11,589)	(10,826)	(12,780)	(13,273)	(13,784)
Cash flows from financing activities						
Finance costs	(65)	(60)	(55)	(3)	-	
Proceeds from borrowings	-	-	-	-	-	
Repayment of borrowings	(125)	(130)	(1,336)	(141)	-	
Interest paid - lease liability	(11)	(22)	(15)	(9)	(3)	
Repayment of lease liabilities	(136)	(58)	(114)	(145)	(77)	
Net cash provided by/(used in) financing activities	4.4.3	(337)	(270)	(1,520)	(298)	(80)
Net increase/(decrease) in cash and cash equivalents		(4,589)	(454)	140	(244)	(772)
Cash and cash equivalents at the beginning of the financial year		8,397	3,808	3,354	3,493	3,249
Cash and cash equivalents at the end of the financial year		3,808	3,354	3,493	3,249	2,477

Statement of Capital Works
For the four years ending 30 June 2028

	NOTES	Forecast	Budget	Projections		
		Actual		2025/26	2026/27	2027/28
		2023/24	2024/25	2025/26	2026/27	2027/28
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land improvements		1,594	2,201	500	500	500
Total land		1,594	2,201	500	500	500
Buildings		1,102	895	1,598	1,696	1,763
Total buildings		1,102	895	1,598	1,696	1,763
Total property		2,696	3,096	2,098	2,196	2,263
Plant and equipment						
Plant, machinery and equipment		1,582	1,236	1,040	1,110	1,040
Computers and telecommunications		490	201	200	205	210
Total plant and equipment		2,072	1,437	1,240	1,315	1,250
Infrastructure						
Roads		2,071	3,608	4,400	4,450	4,800
Bridges		1,800	136	822	834	808
Footpaths and cycleways		538	363	500	550	600
Drainage		483	306	418	400	477
Recreational, leisure and community facilities		2,570	1,641	824	944	892
Total infrastructure		7,462	6,054	6,964	7,178	7,577
Total capital works expenditure	4.5.1	12,230	10,587	10,302	10,689	11,090
Represented by:						
New asset expenditure		3,319	2,506	230	219	255
Asset renewal expenditure		7,529	6,516	8,596	8,096	9,053
Asset expansion expenditure		-	161	-	-	-
Asset upgrade expenditure		1,382	1,404	1,476	2,374	1,782
Total capital works expenditure	4.5.1	12,230	10,587	10,302	10,689	11,090
Funding sources represented by:						
Grants		4,778	4,435	5,738	5,291	5,605
Contributions		-	5	-	-	-
Council cash		7,452	6,147	4,564	5,398	5,485
Borrowings		-	-	-	-	-
Total capital works expenditure	4.5.1	12,230	10,587	10,302	10,689	11,090

Statement of Human Resources

For the four years ending 30 June 2028

	Forecast	Budget	Projections		
	Actual				
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	19,996	21,526	22,089	23,191	24,349
Employee costs - capital	1,100	986	875	764	653
Total staff expenditure	21,096	22,512	22,964	23,955	25,001
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	204.5	210.8	203.5	203.5	203.5
Total staff numbers	204.5	210.8	203.5	203.5	203.5

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2024/25 \$'000	Comprises			
		Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part time \$'000		
Communications and Customer Services	1,743	362	1,322	59	
Community Partnerships	1,360	523	807	24	6
Community Wellbeing	2,880	1,000	1,860	19	
Corporate Services	1,893	1,743	150		
Development Services	2,662	1,930	712	20	
Economy and Culture	506	275	231		1
Engineering	689	641	48		
Executive	1,430	1,249	181		
Governance and Risk	743	592	151		
Operations	3,581	3,430	135		17
Parks, Recreation and Community Facilities	2,199	2,014	186		
People and Culture	739	417	321		1
Total permanent staff expenditure	20,425	14,176	6,102	122	25
Other employee related expenditure	1,101				
Capitalised labour costs	986				
Total expenditure	22,512				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget 2024/25	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
Communications and Customer Services	18.5	3.0	14.9	0.6	
Community Partnerships	11.8	4.0	7.7	0.2	
Community Wellbeing	33.9	9.6	24.0	0.2	
Corporate Services	17.5	16.0	1.5		
Development Services	25.9	18.0	7.7	0.2	
Economy and Culture	4.4	2.0	2.4		
Engineering	6.1	5.5	0.6		
Executive	8.7	7.0	1.7		
Governance and Risk	6.8	5.0	1.8		
Operations	38.6	36.9	1.6		0.1
Parks, Recreation and Community Facilities	23.0	21.0	2.0		
People and Culture	6.2	3.0	3.2		
Total staff	201.4	131.0	69.1	1.2	0.1
Capitalised labour costs	9.4				
Total staff	210.8				

**Summary of Planned Human Resources Expenditure
For the four years ending 30 June 2028**

	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Communications and Customer Services				
Permanent - Full time	362	373	384	396
Women	212	219	225	232
Men	150	154	159	163
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	1,322	1,336	1,377	1,418
Women	776	787	810	835
Men	440	441	454	468
Persons of self-described gender / not specified	106	109	112	115
Total Communications and Customer Services	1,684	1,709	1,761	1,813
Community Partnerships				
Permanent - Full time	523	539	555	572
Women	418	431	443	457
Men	105	109	112	115
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	807	760	783	807
Women	585	543	560	576
Men	222	217	224	231
Persons of self-described gender / not specified	-	-	-	-
Total Community Partnerships	1,330	1,300	1,339	1,379
Community Wellbeing				
Permanent - Full time	1,000	1,030	1,061	1,093
Women	591	609	627	646
Men	155	160	165	170
Persons of self-described gender / not specified	254	262	269	277
Permanent - Part time	1,860	1,916	1,973	2,033
Women	1,250	1,287	1,326	1,366
Men	369	381	392	404
Persons of self-described gender / not specified	241	248	255	263
Total Community Wellbeing	2,861	2,946	3,035	3,126
Corporate Services				
Permanent - Full time	1,743	1,726	1,679	1,729
Women	1,018	1,049	981	1,011
Men	514	460	474	488
Persons of self-described gender / not specified	211	217	224	231
Permanent - Part time	150	154	159	164
Women	150	154	159	164
Men	-	-	-	-
Persons of self-described gender / not specified	-	-	-	-
Total Corporate Services	1,893	1,880	1,837	1,892
Development Services				
Permanent - Full time	1,930	1,960	1,943	2,002
Women	1,196	1,232	1,194	1,230
Men	622	613	631	650
Persons of self-described gender / not specified	112	115	118	122
Permanent - Part time	712	734	756	778
Women	396	408	421	433
Men	272	280	289	297
Persons of self-described gender / not specified	44	45	47	48
Total Development Services	2,642	2,694	2,699	2,780
Economy and Culture				
Permanent - Full time	275	283	291	300
Women	275	283	291	300
Men	-	-	-	-
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	231	237	245	252
Women	126	130	134	138
Men	42	43	44	46
Persons of self-described gender / not specified	63	65	67	69
Total Economy and Culture	505	520	536	552

	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Engineering				
Permanent - Full time	641	661	680	701
Women	-	-	-	-
Men	630	649	669	689
Persons of self-described gender / not specified	11	12	12	12
Permanent - Part time	48	49	51	52
Women	48	49	51	52
Men	-	-	-	-
Persons of self-described gender / not specified	-	-	-	-
Total Engineering	689	710	731	753
Executive				
Permanent - Full time	1,249	1,209	1,245	1,282
Women	679	621	640	659
Men	570	587	605	623
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	181	123	127	131
Women	120	123	127	131
Men	-	-	-	-
Persons of self-described gender / not specified	61	-	-	-
Total Executive	1,430	1,332	1,372	1,413
Governance and Risk				
Permanent - Full time	592	610	628	647
Women	481	495	510	525
Men	-	-	-	-
Persons of self-described gender / not specified	112	115	118	122
Permanent - Part time	151	156	160	165
Women	-	-	-	-
Men	88	91	93	96
Persons of self-described gender / not specified	63	65	67	69
Total Governance and Risk	743	766	789	812
Operations				
Permanent - Full time	3,430	3,453	3,557	3,663
Women	328	258	266	274
Men	2,990	3,080	3,172	3,268
Persons of self-described gender / not specified	112	115	118	122
Permanent - Part time	135	139	143	147
Women	71	73	76	78
Men	63	65	67	69
Persons of self-described gender / not specified	-	-	-	-
Total Operations	3,564	3,592	3,700	3,811
Parks, Recreation and Community Facilities				
Permanent - Full time	2,012	1,972	2,031	2,092
Women	536	552	568	586
Men	1,476	1,520	1,566	1,613
Persons of self-described gender / not specified	-	(100)	(103)	(106)
Permanent - Part time	186	191	197	203
Women	105	109	112	115
Men	63	65	67	69
Persons of self-described gender / not specified	17	17	18	19
Total Parks, Recreation and Community Facilities	2,197	2,163	2,228	2,295
People and Culture				
Permanent - Full time	417	429	442	455
Women	179	185	190	196
Men	238	245	252	260
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	321	319	329	339
Women	247	248	256	263
Men	74	71	73	75
Persons of self-described gender / not specified	-	-	-	-
Total People and Culture	738	748	771	794
Casuals, temporary and other expenditure	148	153	158	162
Indirect costs	1,101	1,134	1,168	1,203
Capitalised labour costs	986	1,015	1,046	1,077
Total staff expenditure	22,512	22,662	23,168	23,863

	2024/25	2025/26	2026/27	2027/28
	FTE	FTE	FTE	FTE
Communications and Customer Services				
Permanent - Full time	3.0	3.0	3.0	3.0
Women	2.0	2.0	2.0	2.0
Men	1.0	1.0	1.0	1.0
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	14.9	14.9	14.9	14.9
Women	8.2	8.2	8.2	8.2
Men	5.3	5.3	5.3	5.3
Persons of self-described gender / not specified	1.4	1.4	1.4	1.4
Total Communications and Customer Services	17.9	17.9	17.9	17.9
Community Partnerships				
Permanent - Full time	4.0	4.0	4.0	4.0
Women	3.0	3.0	3.0	3.0
Men	1.0	1.0	1.0	1.0
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	7.7	7.3	7.3	7.3
Women	5.9	5.6	5.6	5.6
Men	1.8	1.7	1.7	1.7
Persons of self-described gender / not specified	-	-	-	-
Total Community Partnerships	11.7	11.3	11.3	11.3
Community Wellbeing				
Permanent - Full time	9.6	9.6	9.6	9.6
Women	5.0	5.0	5.0	5.0
Men	1.6	1.6	1.6	1.6
Persons of self-described gender / not specified	3.0	3.0	3.0	3.0
Permanent - Part time	24.0	21.4	21.4	21.4
Women	16.3	13.9	13.9	13.9
Men	4.5	4.3	4.3	4.3
Persons of self-described gender / not specified	3.2	3.2	3.2	3.2
Total Community Wellbeing	33.7	31.1	31.1	31.1
Corporate Services				
Permanent - Full time	16.0	16.0	16.0	16.0
Women	9.0	9.0	9.0	9.0
Men	5.0	5.0	5.0	5.0
Persons of self-described gender / not specified	2.0	2.0	2.0	2.0
Permanent - Part time	1.5	1.5	1.5	1.5
Women	1.5	1.5	1.5	1.5
Men	-	-	-	-
Persons of self-described gender / not specified	-	-	-	-
Total Corporate Services	17.5	17.5	17.5	17.5
Development Services				
Permanent - Full time	18.0	17.0	17.0	17.0
Women	11.0	10.0	10.0	10.0
Men	6.0	6.0	6.0	6.0
Persons of self-described gender / not specified	1.0	1.0	1.0	1.0
Permanent - Part time	7.7	7.7	7.7	7.7
Women	4.3	4.3	4.3	4.3
Men	2.9	2.9	2.9	2.9
Persons of self-described gender / not specified	0.6	0.6	0.6	0.6
Total Development Services	25.7	24.7	24.7	24.7
Economy and Culture				
Permanent - Full time	2.0	2.0	2.0	2.0
Women	2.0	2.0	2.0	2.0
Men	-	-	-	-
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	2.4	2.4	2.4	2.4
Women	1.2	1.2	1.2	1.2
Men	0.4	0.4	0.4	0.4
Persons of self-described gender / not specified	0.8	0.8	0.8	0.8
Total Economy and Culture	4.4	4.4	4.4	4.4

	2024/25	2025/26	2026/27	2027/28
	FTE	FTE	FTE	FTE
Engineering				
Permanent - Full time	5.5	5.5	5.5	5.5
Women	-	-	-	-
Men	5.4	5.4	5.4	5.4
Persons of self-described gender / not specified	0.1	0.1	0.1	0.1
Permanent - Part time	0.6	0.6	0.6	0.6
Women	0.6	0.6	0.6	0.6
Men	-	-	-	-
Persons of self-described gender / not specified	-	-	-	-
Total Engineering	6.1	6.1	6.1	6.1
Executive				
Permanent - Full time	7.0	7.0	7.0	7.0
Women	5.0	5.0	5.0	5.0
Men	2.0	2.0	2.0	2.0
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	1.7	0.8	0.8	0.8
Women	1.1	0.8	0.8	0.8
Men	-	-	-	-
Persons of self-described gender / not specified	0.6	-	-	-
Total Executive	8.7	7.8	7.8	7.8
Governance and Risk				
Permanent - Full time	5.0	5.0	5.0	5.0
Women	4.0	4.0	4.0	4.0
Men	-	-	-	-
Persons of self-described gender / not specified	1.0	1.0	1.0	1.0
Permanent - Part time	1.8	1.8	1.8	1.8
Women	-	-	-	-
Men	1.0	1.0	1.0	1.0
Persons of self-described gender / not specified	0.8	0.8	0.8	0.8
Total Governance and Risk	6.8	6.8	6.8	6.8
Operations				
Permanent - Full time	36.9	36.9	36.9	36.9
Women	4.0	4.0	4.0	4.0
Men	31.9	31.9	31.9	31.9
Persons of self-described gender / not specified	1.0	1.0	1.0	1.0
Permanent - Part time	1.6	1.6	1.6	1.6
Women	0.9	0.9	0.9	0.9
Men	0.7	0.7	0.7	0.7
Persons of self-described gender / not specified	-	-	-	-
Total Operations	38.5	38.5	38.5	38.5
Parks, Recreation and Community Facilities				
Permanent - Full time	21.0	21.0	21.0	21.0
Women	5.0	5.0	5.0	5.0
Men	16.0	16.0	16.0	16.0
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	2.0	1.6	1.6	1.6
Women	1.0	1.0	1.0	1.0
Men	0.6	0.6	0.6	0.6
Persons of self-described gender / not specified	0.4	-	-	-
Total Parks, Recreation and Community Facilities	23.0	22.6	22.6	22.6
People and Culture				
Permanent - Full time	3.0	3.0	3.0	3.0
Women	1.0	1.0	1.0	1.0
Men	2.0	2.0	2.0	2.0
Persons of self-described gender / not specified	-	-	-	-
Permanent - Part time	3.2	3.1	3.1	3.1
Women	2.4	2.4	2.4	2.4
Men	0.8	0.7	0.7	0.7
Persons of self-described gender / not specified	-	-	-	-
Total People and Culture	6.2	6.1	6.1	6.1
Casuals and temporary staff	1.2	1.2	1.2	1.2
Capitalised labour	9.4	7.6	7.6	7.6
Total staff numbers	210.7	203.5	203.5	203.5

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four-year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024/25 the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives, while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 2.75% in line with the rate cap.

This will raise total rates and charges for 2024/25 of \$28,499,918.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2023/24 Forecast Actual \$'000	2024/25 Budget \$'000	Change	
			\$'000	%
General rates*	22,603	23,473	870	3.85%
Waste management charge	4,865	4,997	132	2.72%
Supplementary rates and rate adjustments	105	30	(75)	-71.41%
Interest on rates and charges	200	200	-	0.00%
Total rates and charges	27,773	28,700	927	3.34%

*This item is subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2023/24 cents/\$CIV	2024/25 cents/\$CIV	Change
General rate for rateable residential properties	0.23980	0.24989	4.21%
General rate for rateable commercial properties	0.31174	0.32486	4.21%
General rate for rateable farm properties	0.19184	0.19991	4.21%
General rate for rateable vacant land properties	0.47960	0.49978	4.21%

4.1.1 Rates and charges continued

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Residential	15,749	16,342	593	3.77%
Farm	2,882	3,115	233	8.10%
Commercial	1,806	1,877	71	3.93%
Vacant land	2,166	2,138	(28)	-1.29%
Total amount to be raised by general rates	22,603	23,473	870	3.85%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2023/24	2024/25	Change	
	Number	Number	Number	%
Residential	9,466	9,621	155	1.64%
Farm	995	1,000	5	0.50%
Commercial	696	688	(8)	-1.15%
Vacant land	1,212	1,202	(10)	-0.83%
Total number of assessments	12,369	12,511	142	1.15%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Residential	6,567,356	6,539,841	(27,515)	-0.42%
Farm	1,502,233	1,558,386	56,153	3.74%
Commercial	579,411	577,776	(1,635)	-0.28%
Vacant land	451,653	427,821	(23,832)	-5.28%
Total value of land	9,100,653	9,103,824	3,171	0.03%

4.1.1(g) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of charge	Per Rateable Property	Per Rateable Property	Change	
	2023/24	2024/25		
	\$	\$	\$	%
Kerbside collection and recycling 80 litre bin	450	462	12	2.67%
Kerbside collection and recycling 140 litre bin	653	671	18	2.76%
Total	1,103	1,133	30	2.72%

4.1.1(h) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of charge	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Kerbside collection and recycling 80 litre bin	1,534	1,623	89	5.80%
Kerbside collection and recycling 140 litre bin	3,306	3,374	68	2.06%
Total	4,840	4,997	157	3.24%

4.1.1 Rates and charges continued

4.1.1(i) The estimated total amount to be raised by all rates and charges compared with the previous financial year

Total rates and charges	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Residential	15,749	16,342	593	3.77%
Farm	2,882	3,115	233	8.10%
Commercial	1,806	1,877	71	3.93%
Vacant land	2,166	2,138	(28)	-1.29%
Kerbside collection and recycling 80 litre bin	1,534	1,623	89	5.80%
Kerbside collection and recycling 140 litre bin	3,306	3,374	68	2.06%
Total Rates and charges	27,443	28,470	1,027	3.74%

4.1.1(j) Fair Go Rates System Compliance

Mount Alexander Shire Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2023/24	2024/25
	Budget	Budget
Total Rates at 30 June	\$ 21,848,614	\$ 22,872,168
Number of rateable properties at 30 June	12,369	12,508
Base Average Rate	\$ 1,766	\$ 1,829
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$ 1,828	\$ 1,879
Number of rateable properties at 1 July	12,369	12,511
Maximum General Rates Revenue	\$ 22,613,315	\$ 23,506,789
Budgeted General Rates Revenue	\$ 22,602,788	\$ 23,472,918
Budgeted Supplementary Rates and Rates Adjustments	\$ 30,000	\$ 30,000
Budgeted Total Rates Revenue	\$ 22,632,788	\$ 23,502,918

4.1.1(k) Any significant changes that may affect the estimated amounts to be raised by rates and charges are detailed below.

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2024/25: estimated \$100,000 and 2023/24: \$100,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes commercial land and so on.

4.1.1(l) Differential rates

General rate (base rate)

Applies to residential properties and home based businesses that are conducted at residential premises. Vacant land that is not farm land and cannot be developed for residential purposes is also classified as general.

Farm rate

The farm rate is set at 80% of the general rate. Farm land means any rateable land that is :

- Not less than 2 hectares in area; and
- Used primarily for grazing (including agistment), dairying, pig-farming, poultry-farming, fish-farming, tree-farming, bee-keeping, viticulture, horticulture, fruit-growing, or the growing of crops of any kind or for any combination of those activities; and
- Used by a business -
 - That has a significant and substantial commercial purpose or character; and
 - That seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - That is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating.

Commercial rate

Set at 130% of the general rate and applies to:

- Any land which is occupied for the principal purpose of carrying out the manufacture or production of, or trade in, goods or services; or
- Residential properties that are predominately used for the purposes of short-term rental accommodation.

Vacant land rate

Applies to rateable residential land that does not have a dwelling, or to vacant commercial or industrial land, and is set at 200% of the general rate.

4.1.1(m) Trust For Nature Covenants (TFNC)

Trust For Nature Covenant (TFNC) properties receive a 100% rebate for that portion of the land covered by a TFNC.

4.1.2 Statutory fees and fines

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Animal control	253	260	7	2.71%
Planning permits and fees	476	462	(14)	-2.92%
Building permits and fees	170	177	7	3.86%
Health registrations	173	176	3	1.70%
Local laws	39	38	(0)	-0.84%
Parking fines	172	175	4	2.09%
Other statutory fees and fines	41	69	28	67.30%
Total statutory fees and fines	1,324	1,358	34	2.54%

Statutory fees and fines are levied in accordance with legislation and include animal registrations, planning and building permits, public health registrations, and parking fines. Increases in the unit rate of statutory fees are made in accordance with legislative requirements. Revenue from statutory fees and fines is budgeted to increase by \$8,000 compared to the 2023/2024 budget.

4.1.3 User fees

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Home and community care	633	1,535	902	142.43%
Tourism services	55	55	0	0.00%
Facility hire	26	26	0	1.28%
Engineering services	169	233	64	37.95%
Waste management services	470	463	(7)	-1.59%
Other user fees	114	234	120	105.75%
Total user fees	1,466	2,545	1,079	73.58%

User fees relate to the recovery of service delivery costs by charging fees to the users of Council's services. These include the use of recreation and community facilities, and the provision of home and community care services. In setting the budget, the key principle for determining the level of user fees has been to ensure that, generally, increases do not exceed the rate cap increase. Where increases are greater, this is due to increases in the cost of service provision which is sometimes influenced by external factors. User fees are budgeted to increase by \$1.09 million compared to the 2023/2024 budget. This is largely due to the equalisation of fees for Community Wellbeing services, and the introduction of new services in Community Wellbeing.

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Commonwealth funded grants	6,990	10,926	3,936	56%
State funded grants	7,612	3,001	(4,611)	-61%
Total grants received	14,602	13,927	(675)	-5%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Financial Assistance Grant	286	6,931	6,645	2320%
Aged care	1,771	1,686	(85)	-5%
Other	4	4	0	0%
Recurrent - State Government				
Aged care	202	196	(7)	-3%
School crossing supervisors	62	76	14	23%
Families and children	338	331	(7)	-2%
Emergency management	120	120	0	0%
Environment	40	40	0	0%
Youth	96	96	0	0%
Other	23	12	(11)	-48%
Total recurrent grants	2,942	9,492	6,549	223%
Non-recurrent - State Government				
Emergency management	2,248	-	(2,248)	-100%
Environment	24	-	(24)	-100%
Road safety	140	-	(140)	-100%
Total non-recurrent grants	2,412	-	(2,412)	-100%
Total operating grants	5,355	9,492	4,137	77%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to Recovery	1,213	1,680	467	38%
Road upgrades (Fogartys Gap Road and Spring Street)	519	-	(519)	-100%
Total recurrent grants	1,732	1,680	(52)	-3%
Non-recurrent - Commonwealth Government				
Bridges	501	-	(501)	-100%
Drainage	267	-	(267)	-100%
Emergency management	88	-	(88)	-100%
Roads	-	624	624	100%
Recreation	252	-	(252)	-100%
Non-recurrent - State Government				
Buildings	103	-	(103)	-100%
Levees	-	1,500	1,500	100%
Drainage	-	25	25	100%
Roads and streetscapes	808	-	(808)	-100%
Recreation	943	606	(336)	-36%
Other	84	-	(84)	-100%
Total non-recurrent grants	3,046	2,755	(290)	-10%
Total capital grants	4,778	4,435	(343)	-7%
Total grants	10,133	13,927	3,794	37%

4.1.4 Grants continued

Operating grants include all monies received from state and federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants will increase by \$682,000 (8%) compared to the budget adopted in 2023/2024.

Capital grants include all monies received from state and federal sources for the purposes of funding the capital works program. Overall capital grants will decrease by \$3.08 million compared to the budget adopted in 2023/2024.

4.1.5 Contributions

	Forecast	Budget	Change	
	Actual 2023/24 \$'000	2024/25 \$'000	\$'000	%
Monetary	460	310	(150)	-32.64%
Non-monetary	765	1,000	235	0.00%
Total contributions	1,225	1,310	85	6.93%

Monetary contributions include open space contributions from developers, and are expected to be similar to the 2023/2024 budget. Non-monetary contributions include capital assets, such as roads and footpaths, transferred to Council from developers.

4.1.6 Other income

	Forecast	Budget	Change	
	Actual 2023/24 \$'000	2024/25 \$'000	\$'000	%
Interest	1,527	1,286	(241)	-15.78%
Rent	179	299	120	67.16%
Other	188	157	(31)	-16.35%
Total other income	1,893	1,741	(152)	-8.01%

Council received greater than budgeted income from investment interest that contributed to the forecast result in 2023/2024, while income from the Maldon Caravan Park is expected to increase.

4.1.7 Employee costs

	Forecast	Budget	Change	
	Actual 2023/24 \$'000	2024/25 \$'000	\$'000	%
Wages and salaries	17,345	18,642	1,297	7.48%
WorkCover	370	400	30	8.09%
Superannuation	1,853	2,031	178	9.59%
Fringe Benefits Tax	44	48	4	9.32%
Other	384	404	21	5.35%
Total employee costs	19,996	21,526	1,529	7.65%

Employee costs include all labour related expenditure such as wages and salaries, and oncosts such as allowances, leave entitlements, employer superannuation, workers compensation insurance, and rostered days off. Employee costs are budgeted to increase by 7%, or \$1.50 million, compared to the 2023/2024 budget.

A summary of human resources expenditure and full-time equivalent (FTE) categorised according to the organisational structure of Council is included at Section 3.

4.1.8 Materials and services

	Forecast	Budget	Change	
	Actual			
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Service providers	10,638	9,759	(879)	-8.26%
Materials	1,061	1,153	92	8.64%
Plant costs	777	747	(30)	-3.92%
Utilities	545	554	9	1.58%
Office administration	418	383	(35)	-8.30%
Information technology	853	981	128	14.97%
Insurance	493	507	14	2.90%
Total materials and services	14,785	14,083	(702)	-4.75%

Materials and services includes the purchase of consumables, payments to contractors for the provision of services, utility costs, software licencing, insurances, fleet, and elections etc. The 2023/2024 forecast includes costs for flood recovery works following a storm event in October 2022. These works will be finalised in 2023/2024, and will mostly be reimbursed by the State and Federal Governments.

4.1.9 Depreciation

	Forecast	Budget	Change	
	Actual			
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Property	2,291	2,335	45	1.94%
Plant and equipment	905	963	58	6.42%
Infrastructure	6,327	6,400	73	1.16%
Total depreciation	9,523	9,699	176	1.85%

Depreciation is an accounting measure and is a non-cash item which attempts to allocate the depreciable value of an asset over its useful life for Council's property, plant and equipment, and infrastructure assets such as roads and drains.

4.1.10 Amortisation - Intangible assets

	Forecast	Budget	Change	
	Actual			
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Intangible assets	204	174	(30)	-14.90%
Total amortisation - intangible assets	204	174	(30)	-14.90%

4.1.11 Depreciation - Right of use assets

	Forecast	Budget	Change	
	Actual			
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Right of use assets	136	118	(18)	-13.30%
Total depreciation - right of use assets	136	118	(18)	-13.30%

4.1.12 Other expenses

	Forecast	Budget	Change	
	Actual	2024/25	\$'000	%
	2023/24	2024/25	\$'000	%
Audit fees	90	98	8	8.58%
Councillors' allowances	270	316	46	16.91%
Regional library contribution	569	586	17	3.00%
Contributions - fee waivers	47	47	0	0.00%
Contributions - community grants	520	558	38	7.24%
Contribution - Mount Alexander Affordable Housing Trust	-	500	500	0.00%
Government levies payable	40	49	10	23.87%
Other	81	139	58	70.81%
Total other expenses	1,618	2,293	675	41.74%

Other expenses relate to a range of unclassified items including contributions to community groups and the North Central Goldfields Regional Library Corporation, councillor allowances (with an additional councillor being added in 2024/25 as directed by the State Government), audit fees, and other miscellaneous expenditure items.

4.2 Balance Sheet

4.2.1 Assets

Current assets of cash and cash equivalents, such as petty cash or at-call bank accounts, and investments in deposits or other highly liquid investments with short term maturities are expected to decrease from the 2023/2024 budget.

Trade and other receivables are monies owed to Council by ratepayers and others. Short-term debtors are expected to have a minor decrease during 2024/2025 due to rising interest rates and inflation causing cash flow challenges for households.

Non-current assets comprise property, infrastructure, plant and equipment, and is the largest component of Council's net worth and represents the value of all the land, buildings, roads, vehicles, equipment etc. which has been built up by Council over many years. The increase in this balance is attributable to the capital works program being undertaken, as well as asset revaluations as required by accounting standards.

4.2.2 Liabilities

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are expected to increase due to unperformed contractual obligations for capital grant funded projects. Grant income is set aside and only recognised once contractual obligations are discharged

Provisions include accrued employee entitlements for long service leave and annual leave, as well as costs of landfill rehabilitation works, and these provisions are expected to decrease by \$2.04 million from the 2023/24 budget due to the completion of landfill rehabilitation works in mid-2023.

4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast	Budget	Projections		
	Actual	2024/25	2025/26	2026/27	2027/28
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Amount borrowed as at 30 June of the prior year	1,732	1,607	1,477	141	-
Amount proposed to be borrowed	-	-	-	-	-
Amount projected to be redeemed	(125)	(130)	(1,336)	(141)	0
Amount of borrowings as at 30 June	1,607	1,477	141	-	-

4.2.4 Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000
Right-of-use assets		
Plant and equipment	379	261
Total right-of-use assets	379	261
Lease liabilities		
Current lease liabilities		
Plant and equipment	99	142
Total current lease liabilities	99	142
Non-current lease liabilities		
Plant and equipment	295	194
Total non-current lease liabilities	295	194
Total lease liabilities	394	336

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 3% or 6.1%.

4.3 Statement of changes in Equity

4.3.1 Reserves

Some cash and cash equivalents held by Council are restricted in part and are not fully available for Council's operations. The budgeted cash flow statement indicates Council estimates that at 30 June 2025 it will have cash and investments of \$25.39 million, and \$24.42 million of these funds are restricted by reserve funds held, as per below.

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000
Campbells Creek South Development	83	83
Diamond Gully Development Contribution	539	539
Energy/Water Saving	267	347
Gravel Pit Rehabilitation	39	39
Parkland/Open Space	914	726
Swimming Pool	3,061	3,061
Developer Tree Planting	93	93
Uncompleted Works	9,000	7,760
Unspent Grants	3,584	3,610
Waste	8,078	7,932
Developer Tree Contributions	145	145
Developer Contribution Reserve	83	83
Total reserves	25,886	24,418

4.3.2 Equity

Total equity always equals net assets and is made up of the following components:

- The asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves representing funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the accumulated surplus of the Council to be separately disclosed.
- Accumulated surplus which is the value of all net assets less reserves that have accumulated over time. The increase in accumulated surplus results directly from the operating surplus for the year, and net result of reserve transfers.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

The net cash flows from operating activities does not equal the surplus / (deficit) for the year as the surplus / (deficit) for the year includes non-cash items which have been excluded from the Cash Flow Statement e.g. depreciation.

4.4.2 Net cash flows provided by/used in investing activities

The payments for investing activities represents the capital works expenditure as disclosed in section 4.5 of this budget report.

4.4.3 Net cash flows provided by/used in financing activities

For 2024/25 no new borrowings are proposed.

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2024/25 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	%
Property	2,696	3,096	400	14.85%
Plant and equipment	2,072	1,437	(635)	-30.65%
Infrastructure	7,462	6,054	(1,409)	-18.88%
Total	12,230	10,587	(1,643)	-13.44%

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Property	3,096	2,181	592	323	-	1,500	-	1,596	-
Plant and equipment	1,437	-	1,437	-	-	-	-	1,437	-
Infrastructure	6,054	325	4,487	1,080	161	2,935	5	3,114	-
Total	10,587	2,506	6,516	1,404	161	4,435	5	6,147	-

4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Land Improvements									
<i>Castlemaine and Campbells Creek levees</i>	2,151	2,151	-	-	-	1,500	-	651	-
<i>Environmental remediation at Castlemaine depot</i>	51	-	-	51	-	-	-	51	-
Buildings and Improvements									
<i>Building accessibility upgrades</i>	273	-	-	273	-	-	-	273	-
<i>Community building renewals</i>	278	-	278	-	-	-	-	278	-
<i>Metcalfe Reserve BBQ shelter</i>	30	30	-	-	-	-	-	30	-
<i>Former Chewton Wesleyan Church</i>	314	-	314	-	-	-	-	314	-
TOTAL PROPERTY	3,096	2,181	592	323	-	1,500	-	1,596	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
<i>Plant and machinery</i>	826	-	826	-	-	-	-	826	-
<i>Vehicles</i>	410	-	410	-	-	-	-	410	-
Computers and Telecommunications									
<i>Workstation and server equipment</i>	201	-	201	-	-	-	-	201	-
TOTAL PLANT AND EQUIPMENT	1,437	-	1,437	-	-	-	-	1,437	-

Capital Works Area	Project Cost		Asset expenditure types			Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
INFRASTRUCTURE									
Roads									
<i>Gravel roads resheeting</i>	694	-	694	-	-	-	-	694	-
<i>Local roads resealing</i>	1,801	-	1,801	-	-	1,680	-	121	-
<i>Diamond Gully Road and intersection</i>	694	-	-	694	-	624	-	70	-
<i>Smaller towns streetscapes</i>	85	-	-	85	-	-	-	85	-
<i>Major patching</i>	334	-	334	-	-	-	-	334	-
Recreational, leisure and community facilities									
<i>Designs for public toilets and recreation facilities</i>	147	66	81	-	-	56	5	86	-
<i>Public art</i>	127	127	-	-	-	-	-	127	-
<i>Campbells Creek Recreation Reserve pavilion</i>	807	-	485	161	161	500	-	307	-
<i>Playground replacement</i>	216	-	216	-	-	50	-	166	-
<i>Open space renewals</i>	183	-	183	-	-	-	-	183	-
<i>Swimming pools renewal</i>	140	-	140	-	-	-	-	140	-
<i>James Park Harcourt fence</i>	20	20	-	-	-	-	-	20	-
Bridges									
<i>Bridge renewal program</i>	136	-	136	-	-	-	-	136	-
Footpaths and Cycleways									
<i>Botanical Gardens path renewal</i>	30	-	30	-	-	-	-	30	-
<i>Footpath design and renewals</i>	333	112	221	-	-	-	-	333	-
Drainage									
<i>Drainage improvements</i>	168	-	168	-	-	25	-	143	-
<i>Campbell Street drainage</i>	140	-	-	140	-	-	-	140	-
TOTAL INFRASTRUCTURE	6,054	325	4,487	1,080	161	2,935	5	3,114	-
TOTAL NEW CAPITAL WORKS	10,587	2,506	6,516	1,404	161	4,435	5	6,147	-

**Summary of Planned Capital Works Expenditure
For the years ending 30 June 2026, 2027 & 2028**

2025/26	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land improvements	500	0	500	0	0	500	0	0	500	0
Buildings	1,598	0	1,598	0	0	1,598	591	0	1,007	0
Total Property	2,098	0	2,098	0	0	2,098	591	0	1,507	0
Plant and Equipment										
Plant, machinery and equipment	1,040	0	1,040	0	0	1,040	0	0	1,040	0
Computers and telecommunications	200	0	200	0	0	200	0	0	200	0
Total Plant and Equipment	1,240	0	1,240	0	0	1,240	0	0	1,240	0
Infrastructure										
Roads	4,400	0	3,960	440	0	4,400	1,644	0	2,756	0
Bridges	822	0	822	0	0	822	400	0	422	0
Footpaths and cycleways	500	75	350	75	0	500	0	0	500	0
Drainage	418	155	108	155	0	418	0	0	418	0
Recreational, leisure and community facilities	824	0	18	806	0	824	403	0	421	0
Total Infrastructure	6,964	230	5,258	1,476	0	6,964	2,447	0	4,517	0
Total Capital Works Expenditure	10,302	230	8,596	1,476	0	10,302	3,038	0	7,264	0

2026/27	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land improvements	500	0	500	0	0	500	0	0	500	0
Buildings	1,696	0	1,472	224	0	1,696	442	0	1,254	0
Total Property	2,196	0	1,972	224	0	2,196	442	0	1,754	0
Plant and Equipment										
Plant, machinery and equipment	1,110	0	1,110	0	0	1,110	0	0	1,110	0
Computers and telecommunications	205	0	205	0	0	205	0	0	205	0
Total Plant and Equipment	1,315	0	1,315	0	0	1,315	0	0	1,315	0
Infrastructure										
Roads	4,450	0	3,370	1,080	0	4,450	1,644	0	2,806	0
Bridges	834	0	834	0	0	834	400	0	434	0
Footpaths and cycleways	550	75	400	75	0	550	0	0	550	0
Drainage	400	144	112	144	0	400	0	0	400	0
Recreational, leisure and community facilities	944	0	93	851	0	944	255	0	689	0
Total Infrastructure	7,178	219	4,809	2,150	0	7,178	2,299	0	4,879	0
Total Capital Works Expenditure	10,689	219	8,096	2,374	0	10,689	2,741	0	7,948	0

Summary of Planned Capital Works Expenditure continued
For the years ending 30 June 2026, 2027 & 2028

2027/28	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land improvements	500	0	500	0	0	500	0	0	500	0
Buildings	1,763	0	1,523	240	0	1,763	609	0	1,154	0
Total Property	2,263	0	2,023	240	0	2,263	609	0	1,654	0
Plant and Equipment										
Plant, machinery and equipment	1,040	0	1,040	0	0	1,040	0	0	1,040	0
Computers and telecommunications	210	0	210	0	0	210	0	0	210	0
Total Plant and Equipment	1,250	0	1,250	0	0	1,250	0	0	1,250	0
Infrastructure										
Roads	4,800	0	4,380	420	0	4,800	1,650	0	3,150	0
Bridges	808	0	808	0	0	808	400	0	408	0
Footpaths and cycleways	600	75	450	75	0	600	0	0	600	0
Drainage	477	180	117	180	0	477	0	0	477	0
Recreational, leisure and community facilities	892	0	25	867	0	892	260	0	632	0
Total Infrastructure	7,577	255	5,780	1,542	0	7,577	2,310	0	5,267	0
Total Capital Works Expenditure	11,090	255	9,053	1,782	0	11,090	2,919	0	8,171	0

5a. Targeted performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Service

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
Governance									
Consultation and engagement	Satisfaction with community consultation and engagement								
(Council decisions made and implemented with community input)	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	51	49	52	51	52	53	+
Roads									
Condition	Sealed local roads below the intervention level								
(sealed local roads are maintained at the adopted condition standard)	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	97%	97%	96%	95%	94%	95%	o
Statutory planning									
Service standard	Planning applications decided within the relevant required time								
(planning application processing and decisions are in accordance with legislative requirements)	Number of planning application decisions made within the relevant required time / Number of decisions made	3	26%	40%	42%	44%	46%	48%	+
Waste management									
Waste diversion	Kerbside collection waste diverted from landfill								
(amount of waste diverted from landfill is maximised)	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	35%	35%	36%	40%	45%	50%	+

Notes to indicators

1. Satisfaction with community consultation and engagement

Target has been set as a minimum, with a view to revisit in future. The 2021/2022 average for all councils was 55.15.

2. Sealed local roads below the intervention level

Target has been set as a minimum, with a view to revisit in future.

3. Planning applications decided within the relevant required time

Target has been set as a minimum, with a view to revisit in future.

4. Kerbside collection waste diverted from landfill

Target has been set as a minimum, with a view to revisit in future.

5a. Targeted performance indicators continued

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
Liquidity									
Working capital	Current assets compared to current liabilities								
(sufficient working capital is available to pay bills as and when they fall due)	Current assets / current liabilities	5	284%	285%	238%	266%	276%	281%	+
Obligations									
Asset renewal	Asset renewal compared to depreciation								
(assets are renewed as planned)	Asset renewal and upgrade expense / Asset depreciation	6	85%	94%	82%	100%	100%	100%	+
Stability									
Rates concentration	Rates compared to adjusted underlying revenue								
(revenue is generated from a range of sources)	Rate revenue / adjusted underlying revenue	7	46%	70%	66%	64%	64%	65%	-
Efficiency									
Expenditure level	Expenses per property assessment								
(resources are used efficiently in the delivery of services)	Total expenses / no. of property assessments		\$3,557	\$3,748	\$3,836	\$3,750	\$3,908	\$4,065	+

Notes to indicators

5. Working Capital

The proportion of current assets allocated to the repayment of current liabilities. A healthy working capital ratio is anticipated in future years.

6. Asset renewal

This measure indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in the value of its existing capital assets). A percentage greater than 100 indicates that Council is maintaining and upgrading its existing assets, while a percentage less than 100 means that assets are deteriorating faster than they are being renewed, and additional future capital expenditure will be required to renew them.

7. Rates concentration

This measure highlights Council reliance on rates as its main source of revenue.

5b. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections		Trend	
			2022/23	2023/24	2024/2025	2025/26	2026/27	2027/28	+/-
Operating position									
Adjusted underlying result	Adjusted underlying surplus (or deficit)								
(an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	8	8%	-18%	-8%	-6%	-8%	-10%	+
Obligations									
Loans and borrowings	Loans and borrowings								
(level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Interest bearing loans and borrowings / rate revenue	10	8%	7%	6%	1%	0%	0%	+
Loans and borrowings	Loans and borrowings								
(level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		1%	1%	1%	6%	1%	0%	+
Indebtedness	Indebtedness								
(level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities / own source revenue		15%	13%	8%	7%	6%	6%	+
Stability									
Rates effort	Rates compared to property values								
(rating level is set based on the community's capacity to pay)	Rate revenue / CIV of rateable properties in the municipality		0.27%	0.25%	0.25%	0.25%	0.26%	0.27%	o
Efficiency									
Revenue level	Average rate per property assessment								
(resources are used efficiently in the delivery of services)	General rates and municipal charges / no. of property assessments		\$1,763	\$1,827	\$1,876	\$1,897	\$1,954	\$2,012	+

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators**8. Adjusted underlying result**

An indicator of the sustainable operating result required to enable Council to continue to provide services and meet its objectives. Continued underlying deficits mean reliance on Council's cash reserves or increased debt to maintain services.

9. Obligations

These measures reflect the reduction in loan liabilities over time, with no new borrowings currently proposed.

10. Stability

This measure compare the portion of property valuations represented by rates income. The lower the percentage, it is assumed there is a greater capacity to pay.

11. Efficiency

Measures the spread of rates income over the number of properties in the municipality.

6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory / non-statutory nature which will be charged in respect to various items during the 2024/2025 financial year.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy, legislation, or correction of errors.

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST \$	Fee incl GST \$	Increase / (Decrease) \$	Increase / (Decrease) %		
Communications and Customer Services								
<i>Venue Coordination</i>								
Castlemaine Senior Citizens Centre - Small venues community	Per Day	Taxable	30.00	30.85	0.85	2.83%	Discretionary	Accessible Pricing
Castlemaine Senior Citizens Centre - Small venues private/commercial	Per Day	Taxable	46.60	47.90	1.30	2.79%	Discretionary	Accessible Pricing
Chewton Senior Citizens Centre - Small venues community	Per Day	Taxable	30.00	30.85	0.85	2.83%	Discretionary	Accessible Pricing
Chewton Senior Citizens Centre - Small venues private/commercial	Per Day	Taxable	46.60	47.90	1.30	2.79%	Discretionary	Accessible Pricing
Cleaner	Per Hour	Taxable	76.30	78.40	2.10	2.75%	Discretionary	Market Pricing
Former Tea Room - Small venues community	Per Day	Taxable	30.00	30.85	0.85	2.83%	Discretionary	Accessible Pricing
Former Tea Room - Small venues private/commercial	Per Day	Taxable	46.60	47.90	1.30	2.79%	Discretionary	Accessible Pricing
Grand Piano	Per Day	Taxable	283.50	291.30	7.80	2.75%	Discretionary	Market Pricing
Market Building community day	Per Month	Taxable	21.10	21.70	0.60	2.84%	Discretionary	Accessible Pricing
Market Building community month	Per Week	Taxable	893.98	918.55	24.57	2.75%	Discretionary	Market Pricing
Market Building community week	Per Day	Taxable	337.90	347.20	9.30	2.75%	Discretionary	Market Pricing
Market Building private/commercial day	Per Day	Taxable	27.20	27.95	0.75	2.76%	Discretionary	Accessible Pricing
Market Building private/commercial month	Per Month	Taxable	1,123.00	1,153.90	30.90	2.75%	Discretionary	Market Pricing
Market Building private/commercial week	Per Week	Taxable	419.80	431.35	11.55	2.75%	Discretionary	Accessible Pricing
Outdoor space - event more than 50ppl	Per Hire	Taxable	239.90	246.50	6.60	2.75%	Discretionary	Market Pricing
Outdoor venue bond for event 100-500 people	Per Hire	Non-Taxable	1,035.00	1,063.45	28.45	2.75%	Discretionary	Disincentive Pricing
Outdoor venue bond for event 50-100 people	Per Hire	Non-Taxable	517.50	531.75	14.25	2.75%	Discretionary	Disincentive Pricing
Phee Broadway Theatre community base rate	Per Day	Taxable	32.20	33.10	0.90	2.80%	Discretionary	Accessible Pricing
Phee Broadway Theatre performance	Per Half Day	Taxable	147.20	151.25	4.05	2.75%	Discretionary	Accessible Pricing
Phee Broadway Theatre private/commercial base rate	Per Day	Taxable	64.90	66.70	1.80	2.77%	Discretionary	Accessible Pricing
Phee Broadway Theatre private/commercial casual additional charge	Per Hour	Taxable	32.70	33.60	0.90	2.75%	Discretionary	Accessible Pricing
Phee Broadway Theatre private/commercial verified booking rate	Per Hour	Taxable	64.90	66.70	1.80	2.77%	Discretionary	Market Pricing
Picket Fencing	Per Day	Taxable	142.20	146.10	3.90	2.74%	Discretionary	Full Cost Recovery
Portable PA	Per Day/Weekend	Taxable	6.70	6.90	0.20	2.99%	Discretionary	Market Pricing
Portable stage (all sections)	Per Day	Taxable	140.10	143.95	3.85	2.75%	Discretionary	Market Pricing

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Portable stage (per section)	Per Section/Day	Taxable	28.90	29.70	0.80	2.77%	Discretionary	Market Pricing
Ray Bradfield - Small venues community	Per Day	Taxable	30.00	30.85	0.85	2.83%	Discretionary	Accessible Pricing
Ray Bradfield - Small venues private/commercial	Per Day	Taxable	46.60	47.90	1.30	2.79%	Discretionary	Accessible Pricing
Supervising Technician	Per Hour	Taxable	57.80	59.40	1.60	2.77%	Discretionary	Market Pricing
Town Hall general use community	Per Half Day	Taxable	28.60	29.40	0.80	2.80%	Discretionary	Market Pricing
Town Hall general use private/commercial	Per Day	Taxable	93.40	96.00	2.60	2.78%	Discretionary	Market Pricing
Town Hall kitchen community	Per Day	Taxable	15.00	15.40	0.40	2.67%	Discretionary	Accessible Pricing
Town Hall kitchen private/commercial	Per Half Day	Taxable	21.75	22.35	0.60	2.76%	Discretionary	Accessible Pricing
Town Hall stage lighting extra charge	Per Day	Taxable	14.30	14.70	0.40	2.80%	Discretionary	Accessible Pricing
Town Hall, Phee Broadway Theatre or Market Building- alcohol bond - per hire	Per Hire	Non-Taxable	1,035.00	1,063.45	28.45	2.75%	Discretionary	Disincentive Pricing
Town Hall, Phee Broadway Theatre or Market Building- non alcohol bond - per hire	Per Hire	Non-Taxable	517.50	531.75	14.25	2.75%	Discretionary	Disincentive Pricing
<i>Visitor Information Centres</i>								
Tour Guide	Per booking	Taxable	70.00	70.00	0.00	0.00%	Discretionary	Market Pricing
Tour Guide booking fee	Per booking	Taxable	10.00	10.00	0.00	0.00%	Discretionary	Market pricing
Community Partnerships								
<i>Emergency Management</i>								
Administration and Reinspection Fee	Per client	Non-Taxable	194.50	199.85	5.35	2.75%	Discretionary	Full Cost Recovery
Permit to Burn - during fire danger period	Per client	Non-Taxable	179.60	184.55	4.95	2.76%	Discretionary	Full Cost Recovery
Property clearance charges (reimbursement)	Per client	Taxable	3,206.70	3,294.90	88.20	2.75%	Discretionary	Full Cost Recovery
Community Wellbeing								
<i>Community Services - Brokerage</i>								
Brokerage - Delivered meals (weekday 7.30 am to 7.30 pm) - per meal	Per Meal	Taxable	28.50	31.35	2.85	10.00%	Discretionary	Market Pricing
Brokerage - Foot care Program Podiatry Kit	Per Kit	Taxable	46.20	48.00	1.80	3.90%	Discretionary	Market Pricing
Brokerage - Home care (weekday 7.30 am to 7.30 pm) - per hr	Per Hour	Taxable	65.60	96.65	31.05	47.33%	Discretionary	Market Pricing
Brokerage - Home care (weekends / public holidays) - per hr	Per Hour	Taxable	110.20	127.60	17.40	15.79%	Discretionary	Market Pricing
Brokerage - Personal care (weekday 7.30 am to 7.30 pm) - per hr	Per Hour	Taxable	75.00	114.60	39.60	52.80%	Discretionary	Market Pricing
Brokerage - Personal care (weekends / public holidays) - per hr	Per Hour	Taxable	113.90	136.25	22.35	19.62%	Discretionary	Market Pricing
Brokerage - Planned activity group (weekday 7.30 am to 7.30 pm) - per week	Per Week	Taxable	27.70	31.35	3.65	13.18%	Discretionary	Market Pricing
Brokerage - Post Acute Care	Per Hour	Taxable	70.20	79.50	9.30	13.25%	Discretionary	Market Pricing
Brokerage - Property Maintenance (weekday 7.30 am to 7.30 pm) - per hr	Per Hour	Taxable	92.70	104.50	11.80	12.73%	Discretionary	Market Pricing

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy	
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)			
			\$	\$	\$	%			
Brokerage - Respite care (weekday 7.30 am to 7.30 pm) - per hr	Per Hour	Taxable	75.00	88.00	13.00	17.33%	Discretionary	Market Pricing	
Brokerage - Respite care (weekends / public holidays) - per hr	Per Hour	Taxable	113.90	125.30	11.40	10.01%	Discretionary	Market Pricing	
Brokerage - Travel - per km	Per km	Taxable	1.10	1.10	0.00	0.00%	Discretionary	Market Pricing	
<i>Community Services - CHSP</i>									
Bus hire community transport - per trip	Per km	Taxable	3.70	4.00	0.30	8.11%	Discretionary	Accessible Pricing	
Delivered meals - High income - per meal	Per Meal	Non-Taxable	27.60	28.50	0.90	3.26%	Discretionary	Accessible Pricing	
Delivered meals - Low income - per meal	Per Meal	Non-Taxable	11.75	12.00	0.25	2.13%	Discretionary	Accessible Pricing	
Delivered meals - Medium income - per meal	Per Meal	Non-Taxable	15.70	16.00	0.30	1.91%	Discretionary	Accessible Pricing	
Flexible respite care - High income - per hr	Per Hour	Non-Taxable	67.20	80.00	12.80	19.05%	Discretionary	Accessible Pricing	
Flexible respite care - Low income - per hr	Per Hour	Non-Taxable	4.20	5.00	0.80	19.05%	Discretionary	Accessible Pricing	
Flexible respite care - Medium income - per hr	Per Hour	Non-Taxable	16.35	18.00	1.65	10.09%	Discretionary	Accessible Pricing	
Foot care Program Podiatry Kit	Per Kit	Non-Taxable	45.90	48.00	2.10	4.58%	Discretionary	Accessible Pricing	
Group social support - High income - per activity	Per Activity	Non-Taxable	27.60	28.00	0.40	1.45%	Discretionary	Accessible Pricing	
Group social support - Low income - per activity	Per Activity	Non-Taxable	15.60	16.00	0.40	2.56%	Discretionary	Accessible Pricing	
Group social support - Medium income - per activity	Per Activity	Non-Taxable	15.90	18.00	2.10	13.21%	Discretionary	Accessible Pricing	
Home care - High income (M-F) - per hr	Per Hour	Non-Taxable	63.00	70.00	7.00	11.11%	Discretionary	Accessible Pricing	
Home Care - Low Income - per hr	Per Hour	Non-Taxable	8.00	9.00	1.00	12.50%	Discretionary	Accessible Pricing	
Home care - Medium income - per hr	Per Hour	Non-Taxable	20.15	21.00	0.85	4.22%	Discretionary	Accessible Pricing	
Home maintenance - High income - per hr	Per Hour	Non-Taxable	84.05	84.05	0.00	0.00%	Discretionary	Accessible Pricing	
Home Maintenance - Low income - per hr	Per Hour	Non-Taxable	15.05	15.05	0.00	0.00%	Discretionary	Accessible Pricing	
Home maintenance - Medium income - per hr	Per Hour	Non-Taxable	26.45	26.45	0.00	0.00%	Discretionary	Accessible Pricing	
Home Modifications - Low Income	per Job	Non-Taxable	Costed per job					Discretionary	Accessible Pricing
Individual social support - High income - per hr	Per Hour	Non-Taxable	63.00	64.90	1.90	3.02%	Discretionary	Accessible Pricing	
Individual social support - Low income - per hr	Per Hour	Non-Taxable	8.00	8.20	0.20	2.50%	Discretionary	Accessible Pricing	
Individual social support - Medium income - per hr	Per Hour	Non-Taxable	20.15	20.80	0.65	3.23%	Discretionary	Accessible Pricing	
Personal care - High income (M-F) - per hr	Per Hour	Non-Taxable	67.20	80.00	12.80	19.05%	Discretionary	Accessible Pricing	
Personal care - Low income - per hr	Per Hour	Non-Taxable	6.10	8.00	1.90	31.15%	Discretionary	Accessible Pricing	
Personal care - Medium income - per hr	Per Hour	Non-Taxable	17.70	19.00	1.30	7.34%	Discretionary	Accessible Pricing	
<i>Community Services - HACC</i>									
Bus hire community transport - per trip	Per Trip	Taxable	3.70	4.00	0.30	8.11%	Discretionary	Accessible Pricing	
Delivered meals - High income - per meal	Per Meal	Non-Taxable	27.60	28.50	0.90	3.26%	Discretionary	Accessible Pricing	
Delivered meals - Low income - per meal	Per Meal	Non-Taxable	11.75	12.00	0.25	2.13%	Discretionary	Accessible Pricing	
Delivered meals - Medium income - per meal	Per Meal	Non-Taxable	15.70	16.00	0.30	1.91%	Discretionary	Accessible Pricing	

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Foot care Program Podiatry Kit	Per Kit	Non-Taxable	45.90	48.00	2.10	4.58%	Discretionary	Accessible Pricing
Home care - High income (M-F) - per hr	Per Hour	Non-Taxable	63.00	70.00	7.00	11.11%	Discretionary	Accessible Pricing
Home care - Low income - per hr	Per Hour	Non-Taxable	8.00	9.00	1.00	12.50%	Discretionary	Accessible Pricing
Home care - Medium income - per hr	Per Hour	Non-Taxable	20.10	21.00	0.90	4.48%	Discretionary	Accessible Pricing
Personal care - High income (M-F) - per hr	Per Hour	Non-Taxable	67.20	80.00	12.80	19.05%	Discretionary	Accessible Pricing
Personal care - Low income - per hr	Per Hour	Non-Taxable	6.10	8.00	1.90	31.15%	Discretionary	Accessible Pricing
Personal care - Medium income - per hr	Per Hour	Non-Taxable	17.70	19.00	1.30	7.34%	Discretionary	Accessible Pricing
Planned Activity Group - High income - per activity	Per Activity	Non-Taxable	27.60	28.00	0.40	1.45%	Discretionary	Accessible Pricing
Planned Activity Group - Low income - per activity	Per Activity	Non-Taxable	15.60	16.00	0.40	2.56%	Discretionary	Accessible Pricing
Planned Activity Group - Medium income - per activity	Per Activity	Non-Taxable	15.90	18.00	2.10	13.21%	Discretionary	Accessible Pricing
Planned Activity Group - Transport - per hr	Per Hour	Taxable	3.70	4.00	0.30	8.11%	Discretionary	Accessible Pricing
Property maintenance - High income - per hr	Per Hour	Non-Taxable	84.00	84.05	0.05	0.06%	Discretionary	Accessible Pricing
Property maintenance - Low income - per hr	Per Hour	Non-Taxable	15.05	15.05	0.00	0.00%	Discretionary	Accessible Pricing
Property maintenance - Medium income - per hr	Per Hour	Non-Taxable	26.40	26.45	0.05	0.19%	Discretionary	Accessible Pricing
Respite care - High income (M-F) - per hr	Per Hour	Non-Taxable	67.20	80.00	12.80	19.05%	Discretionary	Accessible Pricing
Respite care - Low income - per hr	Per Hour	Non-Taxable	4.20	5.00	0.80	19.05%	Discretionary	Accessible Pricing
Respite care - Medium income - per hr	Per Hour	Non-Taxable	16.30	18.00	1.70	10.43%	Discretionary	Accessible Pricing
<i>Community Services - HCP</i>								
HCP - Delivered meals (Tuesdays and Fridays only)	Per Meal	Taxable	0.00	31.35	31.35		Discretionary	Market Pricing
HCP - Foot care Program Podiatry Kit	Per kit	Taxable	0.00	48.00	48.00		Discretionary	Market Pricing
HCP - Home care (weekday 7.30 am to 7.30 pm) - per hr	Per Hour	Taxable	0.00	77.00	77.00		Discretionary	Market Pricing
HCP - Home care (weekends / public holidays) - per hr	Per Hour	Taxable	0.00	127.60	127.60		Discretionary	Market Pricing
HCP - Personal care (weekday 7.30 am to 7.30 pm) - per hr	Per Hour	Taxable	0.00	88.00	88.00		Discretionary	Market Pricing
HCP - Personal care (weekends / public holidays) - per hr	Per Hour	Taxable	0.00	132.00	132.00		Discretionary	Market Pricing
HCP - Planned activity group (weekdays only)	Per Activity	Taxable	0.00	31.35	31.35		Discretionary	Market Pricing
HCP - Property Maintenance (weekday 7.30 am to 7.30 pm) - per hr	Per Hour	Taxable	0.00	104.50	104.50		Discretionary	Market Pricing
HCP - Respite care (weekday 7.30 am to 7.30 pm) - per hr	Per Hour	Taxable	0.00	88.00	88.00		Discretionary	Market Pricing
HCP - Respite care (weekends / public holidays) - per hr	Per Hour	Taxable	0.00	125.30	125.30		Discretionary	Market Pricing
HCP - Travel - per km	Per km	Taxable	0.00	1.10	1.10		Discretionary	Market Pricing
HCP - Gardening services	Service	Taxable	0.00	104.50	104.50		Discretionary	Market Pricing
<i>Community Services - Other</i>								
Bus hire community groups only	Per km	Taxable	1.10	1.10	0.00	0.00%	Discretionary	Accessible Pricing
<i>Community Services - Veterans</i>								

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy	
			Fee incl GST \$	Fee incl GST \$	Increase / (Decrease) \$	Increase / (Decrease) %			
Veterans Home Care - per hr	Per Hour	Non-Taxable	5.00	5.00	0.00	0.00%	Statutory	Statutory	
Veterans Personal Care - per hr	Per Hour	Non-Taxable	5.00	5.00	0.00	0.00%	Statutory	Statutory	
Veterans Property Maintenance - per hr	Per Hour	Non-Taxable	5.00	5.00	0.00	0.00%	Statutory	Statutory	
Veterans Respite Care	Per Hour	Non-Taxable	No charge to customer					Statutory	Statutory
Corporate Services									
<i>Financial Services</i>									
Dishonoured Cheque Administration fee	Per Fee	Non-Taxable	27.80	28.55	0.75	2.70%	Discretionary	Full Cost Recovery	
Dishonoured Direct Debit Administration fee	Per Fee	Non-Taxable	27.80	28.55	0.75	2.70%	Discretionary	Full Cost Recovery	
Land Information Certificate - statutory	Per Certificate	Non-Taxable	28.90	28.90	0.00	0.00%	Statutory	Statutory	
Rate Enquiries/ Rate Book Search	Per Search	Non-Taxable	64.10	65.85	1.75	2.73%	Discretionary	Full Cost Recovery	
Development Services									
<i>Building Services</i>									
Amendment to permit only	Per Amendment	Taxable	228.90	235.20	6.30	2.75%	Discretionary	Market Pricing	
Approval of temporary occupation of a building	Per Building	Taxable	394.70	405.55	10.85	2.75%	Discretionary	Market Pricing	
Building Commission Levy for building works > \$10000 = .128% or \$1.28 per \$1000	Per Levy	Non-Taxable	0.00	0.00			Statutory	Statutory	
Building information certificates - Building Regulation 52	Per Permit	Non-Taxable	50.70	50.70	0.00	0.00%	Statutory	Statutory	
Building permits - private lodgement - statutory	Per Permit	Non-Taxable	130.90	130.90	0.00	0.00%	Statutory	Statutory	
Change of use - class 10A to class 1A	Per Request	Taxable	1,055.30	1,084.30	29.00	2.75%	Discretionary	Market Pricing	
Change of use - class 1A to class 1B	Per Request	Taxable	994.50	1,021.85	27.35	2.75%	Discretionary	Market Pricing	
Change of use - class 2 to 9 buildings	Per Request	Taxable	1,758.70	1,807.05	48.35	2.75%	Discretionary	Market Pricing	
Class 1 - Alterations & additions (50k to 150k)	Per Request	Taxable	2,107.60	2,165.55	57.95	2.75%	Discretionary	Market Pricing	
Class 1 - Alterations & additions (up to 50k)	Per Permit	Taxable	1,874.20	1,925.75	51.55	2.75%	Discretionary	Market Pricing	
Class 1 - Dwellings, relocation of dwellings, and units (per individual unit), additions and alteration	Per Request	Taxable	2,456.50	2,524.05	67.55	2.75%	Discretionary	Market Pricing	
Class 1 - Restumping and underpinning	Per Permit	Taxable	948.50	974.60	26.10	2.75%	Discretionary	Market Pricing	
Class 10 - Fences, masts & miscellaneous structures	Per Permit	Taxable	738.20	758.50	20.30	2.75%	Discretionary	Market Pricing	
Class 10 - Outbuildings, garages, sheds	Per Permit	Taxable	994.50	1,021.85	27.35	2.75%	Discretionary	Market Pricing	
Class 10 - Swimming Pools	Per Permit	Taxable	811.20	833.50	22.30	2.75%	Discretionary	Market Pricing	
Commercial building works to \$50,000	Per Permit	Taxable	1,865.60	1,916.90	51.30	2.75%	Discretionary	Market Pricing	
Commercial building works > \$150,000	Per Permit	Taxable	2,444.40	2,511.60	67.20	2.75%	Discretionary	Market Pricing	
Commercial building works > \$50,000 to \$150,000	Per Permit	Taxable	2,097.70	2,155.40	57.70	2.75%	Discretionary	Market Pricing	
Demolition/removal permit - class 1 to 10	Per Permit	Taxable	743.60	764.05	20.45	2.75%	Discretionary	Market Pricing	
Demolition/removal permit - class 2 to 9 buildings	Per Permit	Taxable	1,109.00	1,139.50	30.50	2.75%	Discretionary	Market Pricing	

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Extension of building permit 1 year maximum	Per Extension	Taxable	297.70	305.90	8.20	2.75%	Discretionary	Market Pricing
Hourly rate - Administration Staff	Per Hour	Taxable	113.40	116.50	3.10	2.73%	Discretionary	Market Pricing
Hourly rate - Building Inspector/Building Surveyor	Per Hour	Taxable	161.70	166.15	4.45	2.75%	Discretionary	Market Pricing
Hourly rate - Municipal Building Surveyor	Per Hour	Taxable	246.40	253.20	6.80	2.76%	Discretionary	Market Pricing
Inspection on works when building permit has lapsed or expired (incl additional or contract inspection)	Per Inspection	Taxable	228.90	235.20	6.30	2.75%	Discretionary	Market Pricing
Miscellaneous permits - occupation permits for places of public entertainment in a building	Per Permit	Non-Taxable	743.60	764.05	20.45	2.75%	Discretionary	Market Pricing
Miscellaneous permits - occupation permits for places of public entertainment in an open area	Per Permit	Non-Taxable	743.60	764.05	20.45	2.75%	Discretionary	Market Pricing
Miscellaneous permits - siting of temporary structures	Per Permit	Non-Taxable	394.70	405.55	10.85	2.75%	Discretionary	Market Pricing
Rectification of illegal works - as per new works fee schedule	Per Rectificati	Non-Taxable	0.00	0.00	0.00		Statutory	Statutory
Rectification of illegal works (as per new works fee structure	Per Application	Non-Taxable	0.00	0.00	0.00		Statutory	Statutory
Registration of a swimming pool and spa constructed or construction started prior to 1 November 2020	Per Pool/Spa	Non-Taxable	34.20	34.20	0.00	0.00%	Statutory	Statutory
Registration of a swimming pool and spa where a building permit was issued on or after 1 November or	Per Pool/Spa	Non-Taxable	34.20	34.20	0.00	0.00%	Statutory	Statutory
Relocation of dwellings - security deposit	Per application	Non-Taxable	10,000.00	10,000.00	0.00	0.00%	Discretionary	Market Pricing
Report & Consent - Consent under Part 5, 6, 10 of the Regulations - statutory	Per Application	Non-Taxable	311.80	311.80	0.00	0.00%	Statutory	Statutory
Report & Consent - Consent under Part 7 of the Regulations - statutory	Per Request	Non-Taxable	316.40	316.40	0.00	0.00%	Statutory	Statutory
Report & Consent - Consent under Section 29A of the Act (Demolition) - Form A - statutory	Per Application	Non-Taxable	91.40	91.40	0.00	0.00%	Statutory	Statutory
Request for copying of permits and plans	Per Copy	Non-Taxable	92.70	95.25	2.55	2.75%	Discretionary	Full Cost Recovery
Special services - assistance for applications to Building Appeals Board - per hour	Per Hour	Taxable	218.10	224.10	6.00	2.75%	Discretionary	Market Pricing
Special services - renewal of expired building permits	Per Renewal	Taxable	526.70	541.20	14.50	2.75%	Discretionary	Market Pricing
Swimming Pool / Spa - Information fee	Per Pool/Spa	Non-Taxable	50.70	50.70	0.00	0.00%	Statutory	Statutory
Swimming Pool / Spa - Registration - lodgement of cert Barrier Compliance	Per Pool/Spa	Non-Taxable	21.90	21.90	0.00	0.00%	Statutory	Statutory
Swimming Pool / Spa - Registration - lodgement of cert Barrier Non-Compliance	Per Pool/Spa	Non-Taxable	413.40	413.40	0.00	0.00%	Statutory	Statutory
Variation to approved documents - minor works under \$5,000	Per Variation	Taxable	228.90	235.20	6.30	2.75%	Discretionary	Market Pricing
Variation to approved documents - works over \$5,000	Per Variation	Taxable	400.20	411.20	11.00	2.75%	Discretionary	Market Pricing
<i>Community Safety and Amenity</i>								
Animal Registration - Cat - Full Fee	Per Animal	Non-Taxable	155.30	157.00	1.70	1.09%	Discretionary	Disincentive Pricing
Animal Registration - Cat - Full Fee (Pensioner)	Per Animal	Non-Taxable	77.60	79.75	2.15	2.77%	Discretionary	Accessible Pricing
Animal Registration - Cat - Reduced Fee	Per Animal	Non-Taxable	51.80	53.20	1.40	2.70%	Discretionary	Accessible Pricing

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Animal Registration - Cat - Reduced Fee (Pensioner)	Per Animal	Non-Taxable	25.90	27.00	1.10	4.25%	Discretionary	Accessible Pricing
Animal registration - Cats - foster care fee initial rego	per Animal	Non-Taxable	4.10	4.20	0.10	2.44%	Discretionary	Accessible Pricing
Animal Registration - Dog - Full Fee	Per Animal	Non-Taxable	155.30	157.00	1.70	1.09%	Discretionary	Disincentive Pricing
Animal Registration - Dog - Full Fee (Pensioner)	Per Animal	Non-Taxable	77.60	79.75	2.15	2.77%	Discretionary	Accessible Pricing
Animal Registration - Dog - Reduced Fee	Per Animal	Non-Taxable	51.80	53.20	1.40	2.70%	Discretionary	Accessible Pricing
Animal Registration - Dog - Reduced Fee (Pensioner)	Per Animal	Non-Taxable	25.90	27.00	1.10	4.25%	Discretionary	Accessible Pricing
Animal registration - Dogs - foster care fee initial rego	per Animal	Non-Taxable	4.10	4.20	0.10	2.44%	Discretionary	Accessible Pricing
Fee - Animal Business Registration Compliance Inspection	Per Inspection	Non-Taxable	106.60	109.55	2.95	2.77%	Discretionary	Full Cost Recovery
Fee - Failure to Comply with Notice to Comply Administrative Fee (Major Works)	Per Infringemen	Non-Taxable	106.60	109.55	2.95	2.77%	Discretionary	Disincentive Pricing
Fee - Failure to Comply with Notice to Comply Administrative Fee (Minor Works)	Per Infringemen	Non-Taxable	27.90	28.65	0.75	2.69%	Discretionary	Disincentive Pricing
Fee - Impounded Sundry Item Reclaim	Per Item	Non-Taxable	172.80	177.55	4.75	2.75%	Discretionary	Disincentive Pricing
Fee - Impounded Vehicle Reclaim	Per Vehicle	Non-Taxable	213.20	219.05	5.85	2.74%	Discretionary	Disincentive Pricing
Fee - Impounding - Sustenance (Large Animal)	Per Day	Non-Taxable	14.00	14.40	0.40	2.86%	Discretionary	Disincentive Pricing
Fee - Impounding - Transport Costs (Vehicle Only) per km	Per km	Non-Taxable	2.10	2.20	0.10	4.76%	Discretionary	Disincentive Pricing
Fee - Officer Inspection for Permit (Initial Permit)	Per Permit	Non-Taxable	84.90	87.25	2.35	2.77%	Discretionary	Full Cost Recovery
Fee - Officer Inspection for Permit (Permit Renewal)	Per Permit	Non-Taxable	42.40	43.55	1.15	2.71%	Discretionary	Full Cost Recovery
Fee - Officer Time to Attend and Impound Animals (After Hours)	Per Hour	Non-Taxable	91.10	93.60	2.50	2.74%	Discretionary	Disincentive Pricing
Fee - Officer Time to Attend and Impound Animals (Business Hours)	Per Hour	Non-Taxable	53.80	55.30	1.50	2.79%	Discretionary	Disincentive Pricing
Fee - Pound - Cat (Per animal)	Per Admission	Non-Taxable	25.00	25.00	0.00	0.00%	Discretionary	Disincentive Pricing
Fee - Pound - Dog (Per animal)	Per Admission	Non-Taxable	30.00	30.00	0.00	0.00%	Discretionary	Disincentive Pricing
Fee - Property Inspection for Dangerous and Restricted Breed Dogs	Per Inspection	Taxable	69.30	71.20	1.90	2.74%	Discretionary	Disincentive Pricing
Impounding - Sustenance fee small or medium animals (per day)	Animal/day	Non-Taxable	6.20	6.35	0.15	2.42%	Discretionary	Disincentive Pricing
Impounding - Transport costs (vehicle and float) per km	Per km	Non-Taxable	3.10	96.80	93.70	3022.58%	Discretionary	Disincentive Pricing
Impounding - Transport costs (vehicle and stock trailer) per km	Per km	Non-Taxable	3.10	3.20	0.10	3.23%	Discretionary	Disincentive Pricing
Impounding - transport costs by external provider (100% cost recovery)	per Impounding	Non-Taxable	0.00	0.00	0.00		Discretionary	Full Cost Recovery
Impounding fee large animals (per animal) (per day)	Animal/day	Non-Taxable	6.20	6.40	0.20	3.23%	Statutory	Disincentive Pricing
Impounding fee medium animals (per animal) (per day) sheep/goats	Animal/day	Non-Taxable	3.10	3.20	0.10	3.23%	Statutory	Disincentive Pricing
Impounding fee small animals (per animal) (per day) rabbits/poultry	Animal/day	Non-Taxable	1.00	1.00	0.00	0.00%	Statutory	Disincentive Pricing
Infringement - Animal - 1.5 Penalty Units Statutory	Per Infringemen	Non-Taxable	288.00	288.00	0.00	0.00%	Statutory	Statutory
Infringement - Animal - 2.0 Penalty Units Statutory	Per Infringemen	Non-Taxable	385.00	385.00	0.00	0.00%	Statutory	Statutory
Infringement - Parking - 0.6 Penalty Unit Statutory	Per Infringemen	Non-Taxable	115.00	115.00	0.00	0.00%	Statutory	Statutory
Infringement - Parking - 1.0 Penalty Unit statutory	Per Infringemen	Non-Taxable	192.00	192.00	0.00	0.00%	Statutory	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Infringement - Parking - RR168(1)(a) Stopped Contrary to a No Parking Sign - 0.5 Penalty Unit	Per Penalty	Non-Taxable	96.00	96.00	0.00	0.00%	Statutory	Statutory
Infringement - Parking - RR205 Parked for Period Longer Than Indicated - 0.5 Penalty Unit	Per Penalty	Non-Taxable	96.00	96.00	0.00	0.00%	Statutory	Statutory
Infringement - Parking - RR209(2) Contrary to Requirements of Parking Area - 0.5 Penalty Unit	Per Penalty	Non-Taxable	96.00	96.00	0.00	0.00%	Statutory	Statutory
Infringement - Parking - RR211(2) Not Completely within a Parking Bay - 0.5 Penalty Unit	Per Penalty	Non-Taxable	96.00	96.00	0.00	0.00%	Statutory	Statutory
Infringement - Planning Compliance - 5 Penalty Units (Natural Person)	Per Infringemen	Non-Taxable	962.00	962.00	0.00	0.00%	Discretionary	Statutory
Infringement Court Lodgement	Per lodgement	Non-Taxable	90.60	90.60	0.00		Discretionary	Statutory
Infringement Summons charge	Per summons	Non-Taxable	90.60	90.60	0.00	0.00%	Discretionary	Statutory
Permit - Camping on Private Land Permit (Extension)	Per Application	Non-Taxable	42.40	43.70	1.30	3.07%	Discretionary	Full Cost Recovery
Permit - Camping on Private Land Permit (Initial - Up to Six Months)	Per application	Non-Taxable	84.90	87.40	2.50	2.94%	Discretionary	Full Cost Recovery
Permit - Advertising Sign / A-Frame (Annual)	Per Sign	Non-Taxable	68.30	70.20	1.90	2.78%	Discretionary	Disincentive Pricing
Permit - Busk	Per Application	Non-Taxable	0.00	0.00	0.00		Discretionary	Accessible Pricing
Permit - Camping on Public Place (Per Day)	Per Day	Non-Taxable	26.90	27.65	0.75	2.79%	Discretionary	Accessible Pricing
Permit - Camping on Public Place (Per Month)	Per Month	Non-Taxable	161.50	165.95	4.45	2.76%	Discretionary	Disincentive Pricing
Permit - Camping on Public Place (Per Week)	Per Week	Non-Taxable	80.70	82.90	2.20	2.73%	Discretionary	Disincentive Pricing
Permit - Conduct Activity in Public Place (Per Day)	Per Day	Non-Taxable	68.30	70.20	1.90	2.78%	Discretionary	Full Cost Recovery
Permit - Conduct Works in Public Place (Per Day)	Per Day	Non-Taxable	95.20	97.80	2.60	2.73%	Discretionary	Disincentive Pricing
Permit - Droving	Per Application	Non-Taxable	170.80	175.50	4.70	2.75%	Discretionary	Disincentive Pricing
Permit - Event Sign (Per Day)	Per Sign	Non-Taxable	32.10	33.00	0.90	2.80%	Discretionary	Disincentive Pricing
Permit - Footway Occupation - Goods	Per Application	Non-Taxable	68.30	70.00	1.70	2.49%	Discretionary	Disincentive Pricing
Permit - Footway Occupation - Street Furniture (Non-Dining)	Per Application	Non-Taxable	29.00	32.00	3.00	10.34%	Discretionary	Full Cost Recovery
Permit - Footway Occupation (Per Seat - Licensed Premises)	Per Seat	Non-Taxable	22.80	25.00	2.20	9.65%	Discretionary	Disincentive Pricing
Permit - Footway Occupation (Per Seat - Not a Licensed Premises)	Per Seat	Non-Taxable	6.20	6.50	0.30	4.84%	Discretionary	Full Cost Recovery
Permit - Footway Occupation (Per Table)	Per Table	Non-Taxable	3.10	3.20	0.10	3.23%	Discretionary	Disincentive Pricing
Permit - Footway occupation fee per other street furniture	per furniture	Non-Taxable	107.60	108.00	0.40	0.37%	Discretionary	Disincentive Pricing
Permit - Gate or Opening in a Fence on the Boundary of a Public Place.	Per Application	Non-Taxable	94.20	96.80	2.60	2.76%	Discretionary	Full Cost Recovery
Permit - Hoarding (Per Month)	Per Month	Non-Taxable	362.30	372.25	9.95	2.75%	Discretionary	Disincentive Pricing
Permit - Hoarding (Per Two Weeks)	Per Fortnight	Non-Taxable	217.40	223.40	6.00	2.76%	Discretionary	Disincentive Pricing
Permit - Hoarding (Per Week)	Per Week	Non-Taxable	129.40	132.95	3.55	2.74%	Discretionary	Disincentive Pricing
Permit - Itinerant Trading (Annual)	Per Year	Non-Taxable	538.20	553.00	14.80	2.75%	Discretionary	Disincentive Pricing
Permit - Itinerant Trading (Per Day)	Per Day	Non-Taxable	68.30	70.20	1.90	2.78%	Discretionary	Disincentive Pricing
Permit - Keep More Than the Permitted Number of Animals	Per Excess Anim	Non-Taxable	52.80	54.25	1.45	2.75%	Discretionary	Disincentive Pricing

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Permit - Occupy All or Part of a Public Place (Per Day)	Per Application	Non-Taxable	284.60	292.45	7.85	2.76%	Discretionary	Disincentive Pricing
Permit - Parking - Works / Trade (Per Bay Per Month)	Parking Bay/mth	Non-Taxable	310.50	319.05	8.55	2.75%	Discretionary	Disincentive Pricing
Permit - Parking - Works / Trade (Per Bay Per Day)	Parking Bay/day	Non-Taxable	33.10	34.00	0.90	2.72%	Discretionary	Disincentive Pricing
Permit - Parking - Works / Trade (Per Bay Per Week)	Parking Bay/wk	Non-Taxable	151.10	155.25	4.15	2.75%	Discretionary	Disincentive Pricing
Permit - Place Obstruction in Public Place (Per Day)	Per Receptacle	Non-Taxable	85.00	87.35	2.35	2.76%	Discretionary	Disincentive Pricing
Permit - Real Estate Agency Directional Sign (Per Franchise)	Per Year	Non-Taxable	232.90	239.30	6.40	2.75%	Discretionary	Disincentive Pricing
Permit - Remove Tree, Vegetation or Timber	Per Application	Non-Taxable	229.80	236.10	6.30	2.74%	Discretionary	Disincentive Pricing
Permit - Resident Parking	Per Permit	Non-Taxable	53.50	54.95	1.45	2.71%	Discretionary	Disincentive Pricing
Permit - Roadside Grazing	Per Application	Non-Taxable	172.80	177.55	4.75	2.75%	Discretionary	Disincentive Pricing
Permit - Skip Bin / Bulk Rubbish Container (7 Days)	Per 7 Day Perio	Non-Taxable	49.70	51.05	1.35	2.72%	Discretionary	Disincentive Pricing
Permit - Skip Bin / Bulk Rubbish Container (Annual)	Per Year	Non-Taxable	424.40	436.05	11.65	2.75%	Discretionary	Disincentive Pricing
Permit - Store Building Goods on Council Land	Per Application	Non-Taxable	94.20	97.00	2.80	2.97%	Discretionary	Full Cost Recovery
Registration - Domestic Animal Business	Per Business	Non-Taxable	262.90	270.15	7.25	2.76%	Discretionary	Full Cost Recovery
Seized Animals - Pound Accommodation	Per Animal/Day	Non-Taxable	54.60	56.10	1.50	2.75%	Discretionary	Disincentive Pricing
State Government Levy - Domestic Animal Business Registration (Per Business)	Per Application	Non-Taxable	20.00	20.00	0.00	0.00%	Statutory	Statutory
<i>Development Services</i>								
Planning Compliance Fines - 10 Penalty Units (Body Corporate)	Per Infringement	Non-Taxable	1,923.00	1,923.00	0.00	0.00%	Statutory	Statutory
<i>Environmental Health</i>								
Accommodation registration transfer fee - per premises	Per Transfer	Non-Taxable	189.20	194.40	5.20		Discretionary	Full Cost Recovery
Second inspection required after 1 follow up - Non compliance	Per instance	Non-Taxable	0.00	267.30	267.30		Discretionary	Full Cost Recovery
Third and subsequent inspection required after 1 follow up inspection - Non-compliance	Per instance	Non-Taxable	0.00	165.20	165.20		Discretionary	Full Cost Recovery
Class 1 aquatic facilities	Per Application	Non-Taxable	126.40	129.90	3.50	2.77%	Discretionary	Full Cost Recovery
Class 1 food premises - Late payment of registration (>30 days)	Per instance	Non-Taxable	0.00	299.30	299.30		Discretionary	Full Cost Recovery
Class 1 food registration - per premises	Per Premises	Non-Taxable	598.60	615.05	16.45	2.75%	Discretionary	Full Cost Recovery
Class 2A food registration - per premises	Per Premises	Non-Taxable	919.30	944.60	25.30	2.75%	Discretionary	Full Cost Recovery
Class 2B food registration - per premises	Per Premises	Non-Taxable	534.50	549.20	14.70	2.75%	Discretionary	Full Cost Recovery
Class 2C food registration - per premises	Per Premises	Non-Taxable	245.90	252.65	6.75	2.75%	Discretionary	Full Cost Recovery
Class 2D food registration - per premises	Per Premises	Non-Taxable	112.20	115.30	3.10	2.76%	Discretionary	Full Cost Recovery
Class 3A food registration - per premises	Per Premises	Non-Taxable	320.70	329.50	8.80	2.74%	Discretionary	Full Cost Recovery
Class 3B food registration - per premises	Per Premises	Non-Taxable	235.20	241.65	6.45	2.74%	Discretionary	Full Cost Recovery
Class 3C food registration - per premises	Per Premises	Non-Taxable	112.20	115.30	3.10	2.76%	Discretionary	Full Cost Recovery

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Food registration transfer fee - per premises	Per Premises	Non-Taxable	192.40	197.70	5.30	2.75%	Discretionary	Full Cost Recovery
Food stalls registration (Class 2 or 3) per event (not-for-profit organisations only)	Per Event	Non-Taxable	55.60	57.15	1.55	2.79%	Discretionary	Accessible Pricing
General accommodation registration - per premises	Per Premises	Non-Taxable	219.20	225.25	6.05	2.76%	Discretionary	Full Cost Recovery
Hairdressing and temporary makeup - one-off registration	Per Registratio	Non-Taxable	219.20	225.25	6.05	2.76%	Discretionary	Full Cost Recovery
Health registration transfer fee - per premises	Per Premises	Non-Taxable	189.20	194.40	5.20	2.75%	Discretionary	Full Cost Recovery
Immunisation request for records - per request	Per Request	Non-Taxable	37.40	38.45	1.05	2.81%	Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - General Accommodation Registration	Per instance	Non-Taxable	0.00	112.90	112.90		Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - Prescribed accommodation (Rooming House)	Per instance	Non-Taxable	0.00	112.90	112.90		Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - Public Health and Wellbeing Premises (1 activity)	Per instance	Non-Taxable	0.00	123.85	123.85		Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - Public Health and Wellbeing Premises -multiple activities	Per instance	Non-Taxable	0.00	137.65	137.65		Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - Class 2A food premises	Per instance	Non-Taxable	0.00	459.65	459.65		Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - Class 2B food premises	Per instance	Non-Taxable	0.00	267.25	267.25		Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - Class 2C food premises	Per instance	Non-Taxable	0.00	122.95	122.95		Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - Class 3A food premises	Per instance	Non-Taxable	0.00	160.35	160.35		Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - Class 3B food premises	Per instance	Non-Taxable	0.00	117.60	117.60		Discretionary	Full Cost Recovery
Late payment of registration (>30 days) - Class 3C food premises	Per instance	Non-Taxable	0.00	56.10	56.10		Discretionary	Full Cost Recovery
New accommodation premises application fee	Per Premises	Non-Taxable	179.60	184.55	4.95	2.76%	Discretionary	Full Cost Recovery
New food premises application fee (in addition to initial registration fee)	Per Application	Non-Taxable	293.90	302.00	8.10	2.76%	Discretionary	Full Cost Recovery
New health premises application fee (in addition to initial registration fee - not for ongoing)	Per Premises	Non-Taxable	179.60	184.55	4.95	2.76%	Discretionary	Full Cost Recovery
Prescribed accommodation (rooming house) registration - per premises	Per Premises	Non-Taxable	219.20	225.25	6.05	2.76%	Discretionary	Full Cost Recovery
Public health & wellbeing - skin penetration, tattooing colonic irrigation (multiple activities)	Per Application	Non-Taxable	267.30	274.65	7.35	2.75%	Discretionary	Full Cost Recovery
Public health & wellbeing - skin penetration, tattooing, colonic irrigation (1 activity)	Per Application	Non-Taxable	240.50	247.10	6.60	2.74%	Discretionary	Full Cost Recovery
Septic - variable application (reduced fee)	Per Application	Non-Taxable	243.50	250.20	6.70	2.75%	Discretionary	Full Cost Recovery
Septic tank application - alteration minor - per alteration	Per application	Non-Taxable	569.55	569.55	0.00	0.00%	Statutory	Full Cost Recovery
Septic tank application - new or major alteration - per application	Per Application	Non-Taxable	747.37	747.37	0.00	0.00%	Statutory	Full Cost Recovery
Septic tank permit - amendment to permit	Per Application	Non-Taxable	192.40	197.70	5.30	2.75%	Discretionary	Full Cost Recovery
Septic tank permit - renew expired permit	Per Application	Non-Taxable	129.60	133.15	3.55	2.74%	Discretionary	Full Cost Recovery
Septic tank permit - transfer permit	Per Application	Non-Taxable	154.90	159.15	4.25	2.74%	Discretionary	Full Cost Recovery

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Septic tank request for records - per request	Per Request	Non-Taxable	64.10	65.85	1.75	2.73%	Discretionary	Full Cost Recovery
Special request for inspection - food premises - per inspection	Per Inspection	Non-Taxable	267.30	274.65	7.35	2.75%	Discretionary	Full Cost Recovery
Special request for inspection health registration - per inspection	Per Inspection	Non-Taxable	160.40	164.80	4.40	2.74%	Discretionary	Full Cost Recovery
<i>Statutory Planning</i>								
Advertising for planning permit application - public notification - administration fee	Per Advertising	Non-Taxable	22.40	23.00	0.60	2.68%	Discretionary	Full Cost Recovery
Advertising for planning permit application - public notification - per letter	Per Letter	Non-Taxable	3.20	3.30	0.10	3.12%	Discretionary	Full Cost Recovery
Advertising for planning permit application - site notice	Per Advertising	Non-Taxable	109.00	112.00	3.00	2.75%	Discretionary	Full Cost Recovery
Alteration of a certified plan of subdivision	Per Application	Non-Taxable	119.30	119.30	0.00	0.00%	Statutory	Statutory
Amend or end a Section 173 agreement	Per Application	Non-Taxable	707.60	707.60	0.00	0.00%	Statutory	Statutory
Amendment of a certified plan of subdivision	Per Application	Non-Taxable	151.10	151.10	0.00	0.00%	Statutory	Statutory
Application to change or allow a new use of the land (amendment)	Per Application	Non-Taxable	1,415.10	1,415.10	0.00	0.00%	Statutory	Statutory
Certificate of compliance	Per Application	Non-Taxable	349.80	349.80	0.00	0.00%	Statutory	Statutory
Certify a plan of subdivision including issuing a statement of compliance	Per Application	Non-Taxable	187.60	187.60	0.00	0.00%	Statutory	Statutory
Class 1 application for new use of land only (permit/amendment)	Per Application	Non-Taxable	1,415.10	1,415.10	0.00	0.00%	Statutory	Statutory
Class 10 - VicSmart application other than a class 7, 8 or 9 (permit/amendment)	Per Application	Non-Taxable	214.70	214.70	0.00	0.00%	Statutory	Statutory
Class 11 - all other developments - up to \$100,000 (permit/amendment)	Per Application	Non-Taxable	1,232.30	1,232.30	0.00	0.00%	Statutory	Statutory
Class 12 - all other developments - \$100,001 to \$1 million (permit/amendment)	Per Application	Non-Taxable	1,661.60	1,661.60	0.00	0.00%	Statutory	Statutory
Class 13 - all other developments - \$1 million to \$5 million (permit/amendment)	Per Application	Non-Taxable	3,665.00	3,665.00	0.00	0.00%	Statutory	Statutory
Class 14 - all other developments - \$5 million to \$15 million (amendment)	Per Application	Non-Taxable	3,665.00	3,665.00	0.00	0.00%	Statutory	Statutory
Class 14 - all other developments - \$5 million to \$15 million (permit)	Per Application	Non-Taxable	9,341.30	9,341.30	0.00	0.00%	Statutory	Statutory
Class 15 - all other developments - \$15 million to \$50 million (amendment)	Per Application	Non-Taxable	3,665.00	3,665.00	0.00	0.00%	Statutory	Statutory
Class 15 - all other developments - \$15 million to \$50 million (permit)	Per Application	Non-Taxable	27,546.80	27,546.80	0.00	0.00%	Statutory	Statutory
Class 16 - all other developments - more than \$50 million (amendment)	Per Application	Non-Taxable	3,665.00	3,665.00	0.00	0.00%	Statutory	Statutory
Class 16 - all other developments - more than \$50 million (permit)	Per Application	Non-Taxable	61,914.60	61,914.60	0.00	0.00%	Statutory	Statutory
Class 17 - Subdivision of an existing building (permit/amendment)	Per Application	Non-Taxable	1,415.10	1,415.10	0.00	0.00%	Statutory	Statutory
Class 18 - Subdivide land into 2 lots (permit/amendment)	Per Application	Non-Taxable	1,415.10	1,415.10	0.00	0.00%	Statutory	Statutory
Class 19 - Realignment of common boundary or consolidate 2 or more lots (permit/amendment)	Per Application	Non-Taxable	1,415.10	1,415.10	0.00	0.00%	Statutory	Statutory
Class 2 - single dwelling permit applications - up to \$10,000 (permit/amendment)	Per Application	Non-Taxable	214.70	214.70	0.00	0.00%	Statutory	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Class 20 - To subdivide land (\$1,360.80 for each 100 lots created) (permit/amendment)	Per Application	Non-Taxable	1,415.10	1,415.10	0.00	0.00%	Statutory	Statutory
Class 21 - create, vary or remove restriction, right of way, easement etc (permit/amendment)	Per Application	Non-Taxable	1,415.10	1,415.10	0.00	0.00%	Statutory	Statutory
Class 22 - permit not otherwise provided listed (permit/amendment)	Per Application	Non-Taxable	1,415.10	1,415.10	0.00	0.00%	Statutory	Statutory
Class 3 - single dwelling permit applications - \$10,001 to \$100,000 (permit/amendment)	Per Application	Non-Taxable	675.80	675.80	0.00	0.00%	Statutory	Statutory
Class 4 - single dwelling permit applications - \$100,001 to \$500,000 (permit/amendment)	Per Application	Non-Taxable	1,383.30	1,383.30	0.00	0.00%	Statutory	Statutory
Class 5 - single dwelling permit applications - \$500,001 to \$1 million (permit/amendment)	Per Application	Non-Taxable	1,494.60	1,494.60	0.00	0.00%	Statutory	Statutory
Class 6 - single dwelling permit applications - \$1 million to \$2 million (permit/amendment)	Per Application	Non-Taxable	1,605.90	1,605.90	0.00	0.00%	Statutory	Statutory
Class 7 - VicSmart permit applications - up to \$10,000 (permit/amendment)	Per Application	Non-Taxable	214.70	214.70	0.00	0.00%	Statutory	Statutory
Class 8 - VicSmart permit applications - more than \$10,000 (permit/amendment)	Per Application	Non-Taxable	461.10	461.10	0.00	0.00%	Statutory	Statutory
Class 9 - VicSmart application to subdivide or consolidate land (permit/amendment)	Per Application	Non-Taxable	214.70	214.70	0.00	0.00%	Statutory	Statutory
Development Plan lodgement fee (for approval)	Per Amendment	Non-Taxable	587.90	587.90	0.00	0.00%	Discretionary	Full Cost Recovery
Planning - Amendment of endorsed plans (secondary consent)	Per Plan	Non-Taxable	151.70	155.85	4.15	2.74%	Discretionary	Full Cost Recovery
Planning - Application for property information	Per Plan	Non-Taxable	89.80	92.25	2.45	2.73%	Discretionary	Full Cost Recovery
Planning - Determination of existing use rights	Per Plan	Non-Taxable	336.70	345.95	9.25	2.75%	Discretionary	Full Cost Recovery
Planning - Extension of time - first request	Per Extension	Non-Taxable	399.80	410.80	11.00	2.75%	Discretionary	Full Cost Recovery
Planning - Extension of time - second request	Per Extension	Non-Taxable	487.40	500.80	13.40	2.75%	Discretionary	Full Cost Recovery
Planning - Extension of time - third and subsequent requests	Per Extension	Non-Taxable	585.80	601.90	16.10	2.75%	Discretionary	Full Cost Recovery
Planning - Request for written planning advice (multiple property requests, per property)	Per Plan	Non-Taxable	111.20	114.25	3.05	2.74%	Discretionary	Full Cost Recovery
Planning - Request for written planning advice (single property)	Per Plan	Non-Taxable	91.90	94.45	2.55	2.77%	Discretionary	Full Cost Recovery
Request for archive search for planning and building permits and plans (permit less than 7 years old)	Per Plan	Non-Taxable	93.00	95.55	2.55	2.74%	Discretionary	Full Cost Recovery
Request for archive search for planning and building permits and plans (permit older than 7 years)	Per Request	Non-Taxable	132.60	136.25	3.65	2.75%	Discretionary	Full Cost Recovery
Satisfaction matters - Where a planning scheme specifies that a matter must be done to the satisfaction	Per Application	Non-Taxable	349.80	349.80	0.00	0.00%	Statutory	Statutory
<i>Strategic Planning</i>								
Administration fee to prepare hard copy(ies) and Council website for exhibition of private proponent	Per Application	Non-Taxable	152.80	157.00	4.20	2.75%	Discretionary	Full Cost Recovery
Amendment Tracking System (ATS) authoring fee (technical)	Per Amendment	Non-Taxable	213.80	219.70	5.90	2.76%	Discretionary	Full Cost Recovery
Heritage advice - site meeting or inspection	Per Amendment	Taxable	176.40	181.25	4.85	2.75%	Discretionary	Full Cost Recovery

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Private Proponent amendment - Fee per notice in Government Gazette	Per Amendment	Non-Taxable	106.90	110.10	3.20	2.99%	Discretionary	Full Cost Recovery
Private Proponent amendment - Fee per notice in Newspaper	Per Amendment	Non-Taxable	219.20	225.80	6.60	3.01%	Discretionary	Full Cost Recovery
Private Proponent amendment - Notice letter by mail (to all parties)	Per Amendment	Non-Taxable	3.20	3.30	0.10	3.12%	Discretionary	Full Cost Recovery
Regulation 7 - requesting Minister for planning scheme amendment	Per Amendment	Non-Taxable	4,293.00	4,293.00	0.00	0.00%	Statutory	Statutory
Regulation 8 - requesting Minister for planning scheme amendment	Per Amendment	Non-Taxable	1,033.50	1,033.50	0.00	0.00%	Statutory	Statutory
Stage 1 - Planning Scheme Amendments	Per Amendment	Non-Taxable	3,275.40	3,275.40	0.00	0.00%	Statutory	Statutory
Stage 2 - Planning Scheme Amendments (1 to 10 submissions)	Per Amendment	Non-Taxable	16,233.90	16,233.90	0.00	0.00%	Statutory	Statutory
Stage 2 - Planning Scheme Amendments (11 to 20 submissions)	Per Amendment	Non-Taxable	32,436.00	32,436.00	0.00	0.00%	Statutory	Statutory
Stage 2 - Planning Scheme Amendments (more than 20 submissions)	Per Amendment	Non-Taxable	43,359.30	43,359.30	0.00	0.00%	Statutory	Statutory
Stage 3 - Planning Scheme Amendments	Per Amendment	Non-Taxable	516.75	516.75	0.00	0.00%	Statutory	Statutory
Stage 4 - Planning Scheme Amendments	Per Amendment	Non-Taxable	516.75	516.75	0.00	0.00%	Statutory	Statutory
Engineering								
<i>Engineering Services</i>								
Asset Protection Permit	Per Permit	Non-Taxable	206.30	211.95	5.65	2.74%	Discretionary	Full Cost Recovery
Bond - Asset Protection Permit	Per Permit	Non-Taxable	1,035.00	1,035.00	0.00	0.00%	Discretionary	Disincentive Pricing
Infrastructure - Request for written information	Per Request	Non-Taxable	274.70	282.25	7.55	2.75%	Discretionary	Full Cost Recovery
Infringement - 1.0 Penalty Unit Statutory (formerly LL)	Per unit	Non-Taxable	100.00	100.00	0.00	0.00%	Statutory	Statutory
Infringement Penalty Unit - Road Management 2.0 penalty units	Per unit	Non-Taxable	385.00	385.00	0.00	0.00%	Statutory	Statutory
Infringement Penalty Unit - Road Management 3.0 penalty units	Per unit	Non-Taxable	577.00	577.00	0.00	0.00%	Statutory	Statutory
Infringement Penalty Unit - Road Management 5.0 penalty units	Per unit	Non-Taxable	962.00	962.00	0.00	0.00%	Statutory	Statutory
Metcalfe Water Supply Syndicate	Per assessment	Non-Taxable	221.90	228.00	6.10	2.75%	Discretionary	Full Cost Recovery
Road Licencing - Basic	Per Request	Non-Taxable	57.70	59.30	1.60	2.77%	Discretionary	Full Cost Recovery
Road Licencing - Complex	Per Request	Non-Taxable	115.40	118.55	3.15	2.73%	Discretionary	Full Cost Recovery
Road Licencing - Transfer	Per Request	Non-Taxable	115.40	118.55	3.15	2.73%	Discretionary	Full Cost Recovery
Storm Water Legal Point of Discharge issued under the Building Act 1993 Building Regulations 2006	Per Request	Non-Taxable	155.34	155.34	0.00	0.00%	Statutory	Statutory
Subdivision Plan checking and supervision fees (% of construction)	Per Request	Non-Taxable	0.00	0.00			Statutory	Statutory
Water - Avdata key	Per Request	Non-Taxable	37.40	38.45	1.05	2.81%	Discretionary	Full Cost Recovery
Water cost - Avdata key (replacement)	Per Request	Non-Taxable	28.90	29.70	0.80	2.77%	Discretionary	Disincentive Pricing
Water cost - per kilolitre	Per Kilolitre	Non-Taxable	3.60	3.70	0.10	2.78%	Discretionary	Full Cost Recovery
Works Within a Road Reserve - Other Works - Not more than 50Kph - Conducted on, or on any part of, the roadway, pathway or shoulder	Per Statutory charging unit	Non-Taxable	373.65	373.65	0.00	0.00%	Statutory	Statutory
Works Within a Road Reserve - Other Works - Not more than 50Kph - NOT Conducted on, or on any part of, the roadway, pathway or shoulder	Per Statutory charging unit	Non-Taxable	95.40	95.40	0.00	0.00%	Statutory	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST \$	Fee incl GST \$	Increase / (Decrease) \$	Increase / (Decrease) %		
Works Within a Road Reserve - Minor Works - Not more than 50Kph - Conducted on, or on any part of, the roadway, pathway or shoulder	Per Statutory charging unit	Non-Taxable	147.87	147.87	0.00	0.00%	Statutory	Statutory
Works Within a Road Reserve - Minor Works - Not more than 50Kph - NOT Conducted on, or on any part of, the roadway, pathway or shoulder	Per Statutory charging unit	Non-Taxable	95.40	95.40	0.00	0.00%	Statutory	Statutory
Works Within a Road Reserve - Other Works - Above 50Kph - Conducted on, or on any part of, the roadway, pathway or shoulder	Per Statutory charging unit	Non-Taxable	685.29	685.29	0.00	0.00%	Statutory	Statutory
Works Within a Road Reserve - Other Works - Above 50Kph - NOT Conducted on, or on any part of, the roadway, pathway or shoulder	Per Statutory charging unit	Non-Taxable	373.65	373.65	0.00	0.00%	Statutory	Statutory
Works Within a Road Reserve - Minor Works - Above 50Kph - Conducted on, or on any part of, the roadway, pathway or shoulder	Per Statutory charging unit	Non-Taxable	147.87	147.87	0.00	0.00%	Statutory	Statutory
Works Within a Road Reserve - Minor Works - Above 50Kph - NOT Conducted on, or on any part of, the roadway, pathway or shoulder	Per Statutory charging unit	Non-Taxable	95.40	95.40	0.00	0.00%	Statutory	Statutory
Governance and Risk								
<i>Governance and Risk</i>								
Freedom of Information (FOI) request	Per request	Non-Taxable	31.80	31.80	0.00	0.00%	Statutory	Statutory
Operations								
<i>Waste and Recycling</i>								
Asbestos (packaged domestic) - per tonne	Per Cubic Tonne	Taxable	263.30	270.55	7.25	2.75%	Discretionary	Full Cost Recovery
Cardboard - Commercial loads cubic metre	Per Load	Taxable	21.40	22.00	0.60	2.80%	Discretionary	Full Cost Recovery
Cardboard - Trailer (6' x 4') equivalent to 0.7m3	Per Trailer	Taxable	16.00	16.45	0.45	2.81%	Discretionary	Full Cost Recovery
E-waste - Category 1 (per item) Extra Large/kg (solar panels, printer, large TV, fridge)	Per Item	Taxable	21.90	22.50	0.60	2.74%	Discretionary	Full Cost Recovery
E-waste - Category 2 (per item) Large e.g. (fridge, air con, plasma)	Per Item	Taxable	11.30	11.60	0.30	2.65%	Discretionary	Full Cost Recovery
E-waste - Category 3 (per item) Medium e.g. (computer, small TV)	Per Item	Taxable	5.40	5.55	0.15	2.78%	Discretionary	Full Cost Recovery
E-waste - Category 4 (per item) Small e.g. (mobile phone, mouse, electric cords, small computers)	Per Item	Taxable	1.10	1.10	0.00	0.00%	Discretionary	Full Cost Recovery
Gas bottle (any size) - per item	Per Item	Taxable	12.30	11.60	-0.70	(5.69%)	Discretionary	Full Cost Recovery
General waste - commercial/industrial - per tonne	Per Tonne	Taxable	231.70	238.05	6.35	2.74%	Discretionary	Full Cost Recovery
General waste - trailer (8' x 5') heaped equivalent to 2.4 cubic metres	Per Trailer	Taxable	174.80	179.60	4.80	2.75%	Discretionary	Full Cost Recovery
General waste- trailer (6' x 4') heaped equivalent to 1.5 cubic metres	Per Trailer	Taxable	110.60	113.65	3.05	2.76%	Discretionary	Full Cost Recovery
General waste - trailer (8' x 5') equivalent to 1.2 cubic metres	Per Trailer	Taxable	87.40	89.80	2.40	2.75%	Discretionary	Full Cost Recovery
General waste per cubic metre	Per Cubic Tonne	Taxable	72.70	74.70	2.00	2.75%	Discretionary	Full Cost Recovery
General waste per tonne	Per Tonne	Taxable	206.40	212.10	5.70	2.76%	Discretionary	Full Cost Recovery
General waste trailer (6' x 4') equivalent to 0.7 cubic metres	Per Trailer	Taxable	50.20	51.60	1.40	2.79%	Discretionary	Full Cost Recovery
Green waste - per cubic metre	Per Cubic Metre	Taxable	24.00	24.65	0.65	2.71%	Discretionary	Full Cost Recovery
Green waste - Trailer (6' x 4') equivalent to) 0.7 cubic metres	Per Trailer	Taxable	16.50	16.95	0.45	2.73%	Discretionary	Full Cost Recovery

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Green waste - Trailer (6' x 4') heaped equivalent to 1.5 cubic metres	Per Trailer	Taxable	35.30	36.25	0.95	2.69%	Discretionary	Full Cost Recovery
Green waste (per tonne)	Per Tonne	Taxable	45.90	47.15	1.25	2.72%	Discretionary	Full Cost Recovery
Mattresses or bed bases (any size) - per item	Per Item	Taxable	28.30	29.10	0.80	2.83%	Discretionary	Full Cost Recovery
Motor bike and car tyres (includes 4x4 and small truck) - per tyre	Per Tyre	Taxable	11.30	11.60	0.30	2.65%	Discretionary	Full Cost Recovery
Motor bike and car tyres on rims - per tyre	Per Tyre	Taxable	32.10	33.00	0.90	2.80%	Discretionary	Full Cost Recovery
Oil for recycling - per litre	per Litre	Taxable	0.50	0.50	0.00	0.00%	Discretionary	Full Cost Recovery
Tractor tyres - per tyre	Per Tyre	Taxable	80.20	82.40	2.20	2.74%	Discretionary	Full Cost Recovery
Truck tyre (large) on rim - per tyre	Per Unit	Taxable	46.90	48.20	1.30	2.77%	Discretionary	Full cost recovery
Truck tyres (large) - per tyre	Per Tyre	Taxable	38.50	39.55	1.05	2.73%	Discretionary	Full Cost Recovery
Parks, Recreation & Community Facilities								
<i>Active Communities - Facilities</i>								
Harcourt Recreation Reserve - Community - Hall/Kitchen - 1 bay	Per Use	Taxable	64.10	65.85	1.75	2.73%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Community - Hall/Kitchen - 2 bays	Per Use	Taxable	74.90	76.95	2.05	2.74%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Community - Hall/Kitchen - 3 bays	Per Use	Taxable	96.30	98.95	2.65	2.75%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Community - Hall/Kitchen - Whole	Per Use	Taxable	133.60	137.25	3.65	2.73%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Community - Main Hall - 1 bay	Per Use	Taxable	42.70	43.85	1.15	2.69%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Community - Main Hall - 2 bays	Per Use	Taxable	53.50	54.95	1.45	2.71%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Community - Main Hall - 3 bays	Per Use	Taxable	69.50	71.40	1.90	2.73%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Community - Main Hall - Whole	Per Use	Taxable	106.90	109.85	2.95	2.76%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Community - Meeting room < 2 hrs	Per Use	Taxable	16.00	16.45	0.45	2.81%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Private - Hall/Kitchen - 1 bay	Per Use	Taxable	80.20	82.40	2.20	2.74%	Discretionary	Accessible Pricing
Harcourt Recreation Reserve - Private - Hall/Kitchen - 2 bays	Per Use	Taxable	90.90	93.40	2.50	2.75%	Discretionary	Market Pricing
Harcourt Recreation Reserve - Private - Hall/Kitchen - 3 bays	Per Use	Taxable	112.20	115.30	3.10	2.76%	Discretionary	Market Pricing
Harcourt Recreation Reserve - Private - Hall/Kitchen - Whole	Per Use	Taxable	187.00	192.15	5.15	2.75%	Discretionary	Market Pricing
Harcourt Recreation Reserve - Private - Main Hall - 1 bay	Per Use	Taxable	53.50	54.95	1.45	2.71%	Discretionary	Market Pricing
Harcourt Recreation Reserve - Private - Main Hall - 2 bays	Per Use	Taxable	64.10	65.85	1.75	2.73%	Discretionary	Market Pricing
Harcourt Recreation Reserve - Private - Main Hall - 3 bays	Per Use	Taxable	80.20	82.40	2.20	2.74%	Discretionary	Market Pricing
Harcourt Recreation Reserve - Private - Main Hall - Whole	Per Use	Taxable	160.40	164.80	4.40	2.74%	Discretionary	Market Pricing
Harcourt Recreation Reserve - Private - Meeting room/kitchen for parties	Per Use	Taxable	42.70	43.85	1.15	2.69%	Discretionary	Market Pricing
Harcourt Recreation Reserve user charges	Per Use	Taxable	1.10	1.10	0.00	0.00%	Discretionary	Market Pricing
Swimming Pool - Adult	Per Adult	Taxable	5.30	5.45			Statutory	Statutory
Swimming Pool - Adult - concession card holder	Per Adult	Taxable	4.20	4.30	0.10	2.38%	Discretionary	Accessible Pricing

Description of Fees and Charges	Unit of Measure	GST Status	2023/2024	2024/2025	Fee	Fee	Basis of Fee	Pricing Policy
			Fee incl GST	Fee incl GST	Increase / (Decrease)	Increase / (Decrease)		
			\$	\$	\$	%		
Swimming Pool - Child Season Ticket (Child < 2 free when accompanied by a paying adult)	Per Ticket	Taxable	51.10	52.50	1.40	2.74%	Discretionary	Accessible Pricing
Swimming Pool - Child Ticket (Child < 2 free when accompanied by a paying adult)	Per Child	Taxable	3.70	3.80	0.10	2.70%	Discretionary	Accessible Pricing
Swimming Pool - Family season ticket - concession card (2 adults and dependent children < 16 years o	Per Ticket	Taxable	140.60	144.45	3.85	2.74%	Discretionary	Accessible Pricing
Swimming Pool - Family season ticket (2 adults and dependent children < 16 years of age)	Per Ticket	Taxable	166.90	171.50	4.60	2.76%	Discretionary	Accessible Pricing
Swimming Pool - Family Ticket (2 adults and dependent children < 16 years of age)	Per Day	Taxable	14.00	14.40	0.40	2.86%	Discretionary	Accessible Pricing
Swimming Pool - School Entry per Child	Per Child	Taxable	2.10	2.20	0.10	4.76%	Discretionary	Accessible Pricing
Swimming Pool - Single season ticket	Per Ticket	Taxable	75.50	77.60	2.10	2.78%	Discretionary	Accessible Pricing
Swimming Pool - Single season ticket - concession card	Per Ticket	Taxable	61.60	63.30	1.70	2.76%	Discretionary	Accessible Pricing
<i>Building and Property - Facilities</i>								
Property Rentals - Not for Profit; Volunteer and Community Service Groups (p.a.)	Per Year	Taxable	162.20	166.65	4.45	2.74%	Discretionary	Accessible Pricing
<i>People and Culture</i>								
<i>Occupational Health and Safety</i>								
Permit insurance - Public Liability Insurance - (per permit)	Per Permit	Non-Taxable	26.30	27.00	0.70	2.66%	Discretionary	Market Pricing
Venue hire - Public Liability Insurance - per annum, per venue, max 52 visits (per venue)	Per Annum, Per	Taxable	22.10	22.70	0.60	2.71%	Discretionary	Market Pricing

6a. Approved Community Organisations

Following the adoption of Council's General Local Law 2020, clause 26(3) states that an Approved Community Organisation (ACO) does not need a permit under clause 26(1) being conducting any activity, works, or placing an obstruction in a public place. An ACO is defined under the Local Law as an organisation, registered charity, or not-for-profit organisation recognised by Council to provide community benefit and is included on Council's Approved Community Organisation Register.

Anglican Church Castlemaine and Friends of Anglicare	Guildford Grumpies Car Club Inc.
Australian Red Cross	Harcourt Applefest
Bendigo TAFE	Harcourt Preschool
Big Morning Tea - Fundraiser	Maldon BSA Rally (Lions Club)
Buda Traditional Fair	Maldon Easter Fair (Lions Club)
Campbells Creek Antique and Collectables	Maldon Folk Festival Inc.
Campbells Creek Football and Netball Club	Maldon Lions Club
Campbells Creek Primary School	Maldon Neighbourhood Centre Inc.
Castlemaine and District Agricultural Society Inc.	Maldon RSL
Castlemaine Access Chaplaincy Support Group	Mount Alexander Vintage Engine Club
Castlemaine Angling Club	Metcalfe Tractor Pull and Woodchop
Castlemaine Billy Cart Challenge	Mt Alexander Seniors Expo
Castlemaine Fire Brigade	Mt Tarrengower Hill Climb
Castlemaine Fringe Festival	Muckleford Cricket Club
Castlemaine Girl Guides	Newstead Live
Castlemaine Jazz Festival	Royal Children's Good Friday Appeal
Castlemaine Kindergarten	Run The Maine
Castlemaine Legacy Group	Small Business Victoria
Castlemaine Lions Club Swap Meet	South Castlemaine Kindergarten
Castlemaine Pride	Sports Events Projects
Castlemaine Primary School	Taradale Mineral Springs Festival
Castlemaine Rotary Club	The Cancer Council
Castlemaine RSL	The Main Game
Castlemaine RSL - Woman's Auxiliary	The Maldon Classic
Castlemaine Salvation Army	The Xtreme Inc.
Castlemaine State Festival Ltd	Three's a Crowd Musical Theatre Inc.
Castlemaine Uniting Church	Very Special Kids
Castlemaine Evening View Club	Victorian Seekers Club Inc.
Elphinstone Primary School	Wide Open Road Art
Friends of Castlemaine Art Museum	
Guildford Banjo Jamboree	

Fair Access Policy



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Date rescinded:	Click here to enter a date. OR <input type="checkbox"/> Not applicable		
Related legislation:	Local Government Act 2020 Gender Equality Act 2020 Public Health and Wellbeing Act 2008 Victorian Disability Act 2020		
Related strategic documents, policies, or procedures:	<ul style="list-style-type: none"> • Gender Equality Action Plan (2021 – 2025) • Council Plan (2021-2025) • Municipal Public Health and Wellbeing Plan (2021-2025) • Disability and Inclusion Action Plan (2023-2027) 		

Date	Version Number	Details of Version	Modified by
7/05/2024	1	Inaugural Policy	Team Leader Active Communities

1. Purpose

The purpose of this Policy is to express Council's commitment to address known barriers experienced by those who are typically disadvantaged in accessing and using community sports infrastructure, including but not limited to women and girls, gender diverse people and people with disability.

The Policy aims to progressively build capacity and capabilities of Mount Alexander Shire Council (the Council) in the identification, and elimination of systemic causes of gender inequality and discrimination in policy, programs, communications, and equitable distribution of services in relation to community sports infrastructure.

2. Background

Sport is a highly visible and valued feature of Mount Alexander Shire Council's culture and identity. The sport and active recreation sector provide opportunities for enriching our community through the promotion of respect and fair mindedness for all people, while also supporting the physical and mental wellbeing of residents and visitors to the shire.

Council has identified a need to improve participation for all genders and abilities to improve the health and well-being of the community.

Women and girls, gender diverse people, and people with disability continue to face barriers to accessing or participating in sport and active recreation.

Council is well positioned to design and implement place-based integrated policy and action plans that progress gender equality and aim to eliminate discrimination in community sport within the municipality.

3. Scope

This policy applies to:

- Community sports facilities or infrastructure managed or owned by Council.
- Community sports facilities or infrastructure within Mount Alexander Shire managed by a Community Asset Committee(s) delegated under Section 65 of the Local Government Act 2020.
- Community sports facilities or infrastructure that is on Council owned land or Crown Land for which Council is Committee of Management and has delegated management to community group(s) through a lease or license agreement.
- Emerging or un-used sport facilities or infrastructure that is on Council owned land or Crown Land for which Council is Committee of Management.
- Employees (including full time, part time, casual employees, agency staff and students), volunteers and Community Asset Committees created under Section 65

of the Act, who use Council managed or owned sports facilities or infrastructure within Mount Alexander Shire.

4. Policy

The Policy is designed to comply with the Gender Equality Act 2020, The Disability Act 2006, and the wider Victorian Government gender equality strategy.

Council is committed to gender equality, access, and inclusion. These commitments are considered and prioritised in current and future planning, policy, service delivery and practice as they relate to community sports infrastructure.

Council acknowledges:

- The disadvantaged position some individuals have had in the sport and recreation sector because of their gender status and or their disability.
- That gender equality is attaining equal rights, responsibilities, and opportunities of women and girls, men and boys, gender diverse people and people living with disability. Equality does not mean that women and girls, men and boys, gender diverse people and people living with disability will become the same, but their rights, responsibilities and opportunities will not depend on their gender, ability, or background.
- That gender equity and access and inclusion are the provision of fairness and justice in the distribution of benefits and responsibilities. The concept recognises that people may have different needs and power related to their gender and the physical and or intellectual capacities, these differences should be identified and addressed in a manner that rectifies these imbalances.
- That achieving holistic gender equality and ensuring access and inclusion for all will require diverse approaches for women and girls, men and boys, gender diverse people and people with disability to achieve similar outcomes for people of all genders and abilities.

Council will:

- Engage fairly and equitably with all staff, governance working groups, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and recreation community, regardless of their gender or disability, in a positive, respectful, and constructive manner.
- Engage in the process of Gender Impact Assessments to assess the implications. This would occur for any planned action, including policies and communications relating to access and use of community sports infrastructure that has a direct and significant impact on the public.
- Implement the structures of effective access and inclusion for all users, with a view to overcome barriers through consultative solution focused approaches.

- Provide access to initial training and mentoring to members of Mount Alexander's sport and recreation community to understand and implement the process and principles of fair access in this context.

Key Principles of the Policy

Council has reviewed and considered the Fair Access Principles developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth. Due to its commitment to a holistic approach to equity, access and inclusion, Council has broadened its scope of support to incorporate men, boys, gender diverse community members and people with disability.

Council will be implementing actions against these principles to ensure women and girls, and other previously disadvantaged groups, are being provided equal opportunities when accessing and using community sports infrastructure and/or participating in community sport on and off the field.

These principles adopted by Council reflect the expectations of its community and the maturity of Council in leading the response to support genuine inclusion and equity.

Principle 1: Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.

Principle 2: Women and girls, men and boys, gender diverse people and people with disability will have opportunities to participate in all aspects of community sport and active recreation. For example, as a player, coach, administrator, official, volunteer and spectator.

Principle 3: Women and girls, men and boys, gender diverse people and people with disability will have equitable access to and use of community sport infrastructure:

- Of the highest quality available and most convenient
- At the best and most popular competition and training times and locations
- To support existing and new participation opportunities, and a variety of sports

Principle 4: Women and girls, men and boys, gender diverse people and people with disability should be equitably represented in leadership and governance roles.

Principle 5: Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement access and use policies that support:

- gender equity
- supporting participants with diversity of needs and
- overcoming access issues

Principle 6: Provide support and, where achievable, prioritised access to Council resources to all user groups who demonstrate an ongoing commitment to equitable access and use of allocated community sport infrastructure.

Definitions of Abbreviations Used

A table of terms and their definitions as they relate to the policy

Term	Definition
Committees of Management	For the purposes of this document, refers to committees appointed by the Department of Energy, Environment, and Climate Action under the <i>Crown Land (Reserves) Act 1978</i> to manage recreation reserves where community sport training and games are held.
Community Asset Committees	Community Asset Committees are established by Council under Section 65 of the Local Government Act 2020. The committees have been appointed for the purpose of 'managing a community asset in the municipal district.'
Community Sports Infrastructure	Publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.
Gender	An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary.
Gender equality	The equal rights, responsibilities and opportunities of women, men and trans and gender-diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.
Gender equity	The provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.
Gender Impact Assessment, or GIA	A requirement under the <i>Gender Equality Act 2020</i> to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.
Public land management groups	For the purposes of this document, are the Committees of Management appointed under the <i>Crown Land (Reserves) Act 1978</i> and responsible for the management of recreation reserves where community sport training and games are held.
Transgender, or trans	Someone whose gender does not only align with the one assigned at birth. Not all trans people will use this term to describe themselves.

Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006).

Gender Equity

It is considered that this policy goes towards promoting gender equity principles as outlined in the *Gender Equality Act 2020* and does not contribute to the promotion of inequalities. Mount Alexander Shire Council is committed to meeting its obligations as stated in the Act and to further promote the right to equality as set out in the Charter of Human Rights.

Child Safety

Mount Alexander Shire Council is committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. All children who come in contact with Councillors, employees, contractors, and volunteers from the organisation have a right to be and feel safe. We have specific policies, procedures, and training in place to support employees, volunteers, and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design, and develop our services and activities.

Appendix 1

List of Council recreation facilities by management type (June 2024).

Facilities managed by Community Asset Committees

#	Reserve/facility
1	Bill Woodfull Recreation Reserve
2	Camp Reserve
3	Campbells Creek Recreation Reserve
4	Castlemaine War Memorial Stadium
5	Guildford Recreation Reserve
6	John Powell Reserve
7	Taradale Recreation Reserve
8	Wattle Flat Reserve
9	Wesley Hill Recreation Reserve

Facilities directly managed by Council

#	Reserve/facility
1	Castlemaine Swimming Pool
2	Harcourt Recreation Reserve
3	Harcourt Swimming Pool
4	Maldon Swimming Pool
5	Newstead and District Swimming Pool

Facilities licensed by Council to community groups

#	Reserve/facility
1	Castlemaine Rifle Range
2	Chewton Soldiers Memorial Park
3	Harcourt Pony Club
4	Maldon Croquet Club
5	Muckleford Recreation Reserve
6	Metcalfe Recreation Reserve
7	Newstead Bowling Club
8	Newstead Recreation Reserve (in progress)

Emerging or un-used sport facilities

#	Reserve/facility	Status
1	Baringhup Recreation Reserve	Community Asset Committee present but no sport currently being played.
2	Elphinstone Recreation Reserve	Community Asset Committee present but no sport currently being played.
3	Barfold Hall (Tennis Courts)	Asset in decline and no known formalised sport participation.
4	Campbells Creek Community Centre (Tennis Courts)	No known formalised sport participation.

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5	Fryerstown Tennis Courts	Asset in decline and no formalised sport. Local community have expressed interest in getting the court playable for use.
6	Graces Flat Recreation Reserve	No known formalised sport participation.
7	Morrisey Reserve (Tennis Courts)	No known formalised sport participation.
8	Yapeen Tennis Courts	Asset in decline and no formalised sport participation.

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A Value and Efficiency
Analysis of Collective Library
Services.
2023



An analysis of Collective Management and Provision of Public Library Services based on a value and efficiency framework.

Goldfields Library Corporation (GLC) is one of the largest collective public library services in Victoria, serving four Local Government Areas (LGAs) in Central Victoria.

GLC was established as a Regional Library Corporation (RLC) in 1996 under the provisions of the *Local Government Act (1989)*. The Act allowed Councils that chose to collaborate, to deliver library services at a scale that provided best value for the collective funds invested with the intent of creating economies of scale and shared value.

Changes to the Local Government Act in 2020 removed the legal structure of Regional Library Corporations as an option and requires all RLC's to transition to a new governance model by 2031.

The first decision for each of GLC's four member Councils is whether they wish to continue in some sort of shared service approach or to individually deliver library services to their community as stand-alone Council services.

All Victorian public library services were audited in 2019 by the Victorian Auditor General's Office (VAGO), as a lead up to the proposed changes to the Local Government Act. RLC's were noted by VAGO as generally being the most efficient approach to providing good value library services. In addition to economies of scale that create efficiencies in service delivery, it is also pertinent to consider the value to member Councils and communities that is delivered through collaboration in a dedicated regional library service.

This briefing paper seeks to provide a structured review of the potential value and potential economies of scale that may be developed through collective delivery of public library services. The framework for analysis is drawn from the *APLA/ALIA Standards and Guidelines for Australian Public Libraries*. Specific GLC case study examples are used where possible to illustrate the potential value and efficiencies of a collective approach.

Executive Summary

1. Goldfields Library Corporation (GLC) was formed in 1996 under s. 196 of the Local Government Act 1989 and delivers library services to 200,000 people in four LGAs in central Victoria – the City of Greater Bendigo and Loddon, Macedon Ranges and Mount Alexander Shires.
2. The Local Government Act (2020) removed the section providing for Regional Library Corporations, giving all Corporations and member Councils a 10-year timeframe to shift to a new structure for library service delivery.
3. Independent analysis by both the Victorian Auditor General's Office (VAGO) and Libraries Victoria shows that GLC is **one of the most efficient and well-performed Victorian libraries**, delivering positive outcomes for its community in terms of literacy and lifelong learning, personal wellbeing, social and digital inclusion, and community resilience.
4. The statewide VAGO audit released in November 2019 ranked Goldfields Library Corporation as **the most efficient service at delivering core services compared to all other public libraries in Victoria**.
5. The cost per capita to fund GLC services is around \$5.00 per capita less than the Victorian average. This equates to an approximate \$1,000,000 saving in comparison to the average cost to provide library services in Victoria.
6. GLC is able to invest in a dedicated group of managers and strategic leadership to coordinate effort across the region because of the collective investment and management approach (provision of a representative Board and executive management team). This leads to efficiencies in service delivery through coordinated and shared programs, staff and physical resources.

7. GLC attracts and retains staff because (unlike single-LGA libraries, especially those in regional and rural areas) it can leverage the resources of the four member Councils' collective investment in people and systems that deliver a community focused and customer focused service.
8. A collective approach does not deliver significant benefits across all aspects of library operations, but there are areas where the benefits are tangible and can be supported with evidence. These include:
 - i. Movement of staff across municipalities to ensure continuity of operations, allowing efficiency in direct service delivery workforce.
 - ii. Collective arrangements and partnerships that benefit all municipalities.
 - iii. Agility to shift focus and respond to community without high level approval or delays that may occur in Council decision making.
 - iv. Dedicated collective resources to strategically plan a community driven service, alongside and aligned with member Councils.
 - v. Providing a skilled workforce with a diversity of capacity to match library service delivery requirements.
 - vi. Collective agreements with partners and service providers that delivers a coordinated and economically scaled level of service across all member Councils.
 - vii. A dedicated management structure focused on library industry best practice and library operations management.
9. The review presents multiple, specific examples and evidence that collective investment, particularly in regional and rural areas can deliver higher value outcomes through the recruitment of specialist staff that improves strategic capability and results in innovation, community aligned outcomes and industry leadership.
10. Of the ten pre-existing Regional Library Corporations across the state (representing 44 of 79 Councils), the following actions have occurred:
 - Three have now moved to a new structure (a Not for Profit Company limited by guarantee)
 - Four have board approval and Council commitments to move to a Not for Profit Company Limited by Guarantee
 - Two have dissolved and restructured either as shared services or stand-alone Council libraries.
 - One has yet to make any decision on a future delivery model
 - GLC Board has approved the development of information and a report for all member Councils to work towards a collective Beneficial Enterprise, particularly the Not-for-Profit Company limited by guarantee.

1. INTRODUCTION

This review analyses and quantifies the efficiency and value potential of a collective approach to management and delivery of public library services and has been undertaken for the Board of the Goldfields Library Corporation by Corporation staff and I & J Management Services (IJMS).

IJMS is an independent library consulting service based in Sunbury, Victoria. IJMS wrote *Guidelines, Standards and Outcome Measures for Australian Public Libraries* for the Australian Public Library Alliance (APLA) and Australian Library and Information Association (ALIA) in 2016. IJMS updated the national standards and guidelines for APLA/ALIA in 2021. Among other planning and review work for libraries across Australia, in the last 8 years IJMS has undertaken comprehensive service reviews for Corangamite RLC (2016), Wimmera RLC (2018), Glenelg Shire (2020), Murrindindi Shire (2022), Mitchell Shire (2022-2023), Northern Grampians Shire (2023) and Wellington Shire (2023). IJMS has also developed strategic library plans for Geelong RLC (2017) and the Central Highlands Library Network (2021). Annually since 2013-14, IJMS has, for Public Libraries Victoria (PLV), compiled and analysed statistical and financial data for all Victorian public library services to inform statewide planning and advocacy activities.

2. GOLDFIELDS LIBRARIES – EVIDENCE OF A HIGH-PERFORMING LIBRARY SERVICE

Independent and separate analysis of GLC's operating efficiency, service provision and use indicate that GLC is one of Victoria's most efficient and consistently well-performed libraries. This is a vital consideration in any individual Council's decision about its future library service model.

2.1. VAGO 2019 audit

In November 2019, the Victorian Auditor General's Office (VAGO) released a study reviewing the efficiency and effectiveness of public library services across Victoria. VAGO's primary source data included information on library staff numbers, collection size, loan numbers and opening hours compiled through the annual PLV statistical survey. The VAGO analysis broadly showed that:

- overall, Regional Library Corporations and co-operative models were more efficient than stand-alone Council libraries because their longer opening hours and higher volume of loans offset their larger investments
- rural Councils tended to be more operationally efficient than metropolitan ones, as they have found ways to deliver core library services to their communities with less financial investment, for example, by sharing facilities with other Council or community services.

VAGO noted that at the time, 'shared library services' were used by 44 of 79 local governments in Victoria (56%) and generally fell into one of two models.

- Regional Library Corporations – Under the *Local Government Act (1989)* two or more councils can form an RLC, a separate legal entity to its member Councils that matches some of the provisions under the Act that apply to Councils. For example, RLCs must publish their own annual report and develop a four-year Library Plan which outlines their strategic objectives. VAGO noted that the new Local Government Act proposed the abolition of the Regional Library Corporation as an entity formed under the Act, which duly occurred, with a 10-year time period to transition to new arrangements.
- Co-operative models – The co-operative model is where one Council library service delivers or leads key operational activities on behalf of neighbouring councils (for example, collections management, purchasing and technological support). Rather than form a separate legal entity,

the councils in this model use a service agreement to define roles, responsibilities, and the cost of services.

VAGO's conclusion on a shared services approach was clear.

“Sharing services makes libraries more efficient, enabling them to deliver more services to the community with fewer resources. Our data analysis shows that, overall, RLCs and co-operative models deliver core library services more efficiently than most stand-alone council libraries.”

VAGO had ranked all library services in the state in terms of efficiency and effectiveness based on a Data Envelopment Analysis covering comparable variables that included both inputs (Employee FTE, Collection size) AND outputs (Loans, Opening hours, Program attendance).

The ranking table below is taken directly from the VAGO report and places GLC as the most efficient service when considering both core library services and the delivery of programs and events.

Data Envelopment Analysis results, Victorian Libraries VAGO 2019 Report

Library	Service delivery model	Core library services	Programs and events
Goldfields RLC	RLC	1.00	1.00
Glenelg Shire	Council	1.00	1.00
East Gippsland Shire	Council	1.00	1.00
Towong Shire	Council	1.00	1.00
Indigo Shire	Council	1.00	1.00
Eastern RLC	RLC	1.00	1.00
Whitehorse Manningham RLC	RLC	0.90	0.90
Yarra Plenty RLC	RLC	0.87	1.00
Glen Eira City	Council	0.84	1.00
Murrindindi Shire	Council	0.82	0.96
Casey-Cardinia RLC	RLC	0.82	0.82
Mornington Peninsula	Council	0.81	0.81
West Gippsland RLC (now Myli)	RLC	0.78	0.89
Campaspe Shire	Council	0.74	0.79
Central Highlands Network	Co-operative	0.73	0.73
Geelong RLC	RLC	0.69	0.86
Corangamite RLC	RLC	0.68	0.68
Gannawarra Shire	Council	0.67	0.68
Hobsons Bay City	Council	0.67	0.91
Wyndham City	Council	0.65	0.73
Mitchell Shire	Council	0.63	0.95
Melbourne City	Council	0.63	0.71
Goulburn Valley RLC	RLC	0.63	0.78
Monash City	Council	0.62	0.69
Yarra City	Council	0.60	0.69
Darebin City	Council	0.60	0.60
Boroondara City	Council	0.60	0.60
Stonnington City	Council	0.59	0.59
Moonee Valley City	Council	0.59	0.78
Greater Dandenong City	Council	0.59	0.60
Melton City	Council	0.56	0.82
Wellington Shire	Council	0.56	0.66

Library	Service delivery model	Core library services	Programs and events
Frankston City	Council	0.56	0.58
Maribyrnong Shire	Council	0.55	0.56

At the time of the VAGO report there were 10 RLCs and 2 library networks operating in Victoria. Collaborative approaches have historically been preferred by Councils in regional and rural Victoria as they have allowed smaller councils to achieve service efficiencies through aggregation and economies of scale. In 2019, 71% of regional and rural LGAs had library services delivered through an RLC or library network, compared with only 32% in metropolitan Melbourne.

Service Model	Metropolitan	Regional/Rural	Total
RLC	4 RLCs / 10 LGAs	6 RLCs / 23 LGAs	10 RLCs / 33 LGAs
Library network	-	2 Ntwks / 11 LGAs	2 Ntwks / 11 LGAs
Stand-alone	21 LGAs	14 LGAs	35 LGAs
Total	31 LGAs	48 LGAs	79 LGAs
% in collective model	32%	71%	56% LGAs

The current situation for Regional Library Corporations (RLC) continues to change and over the last four years the following movement has occurred:

- The transition of Eastern RLC to a Not For Profit (NFP) Company limited by guarantee (trading as “Your Library”)
- The transition of West Gippsland RLC to an NFP Company limited by guarantee (trading as your Myli, also joined by Cardinia Council)
- Board agreements to move to an NFP Company limited by guarantee for Goulburn Valley RLC, Geelong RLC, Yarra Plenty RLC and Casey RLC.
- The break up of Wimmera RLC (Hindmarsh and Yarriambiack are now stand-alone, Northern Grampians joined the Central Highlands Network, Horsham provides services to Horsham and West Wimmera)
- the break up of Corangamite RLC (Warrnambool is now stand-alone, Colac-Otway joined Geelong RLC, Corangamite and Moyne continue to collaborate)
- the break up of Casey-Cardinia RLC (Casey is moving to an NFP Company, Cardinia joined Myli).

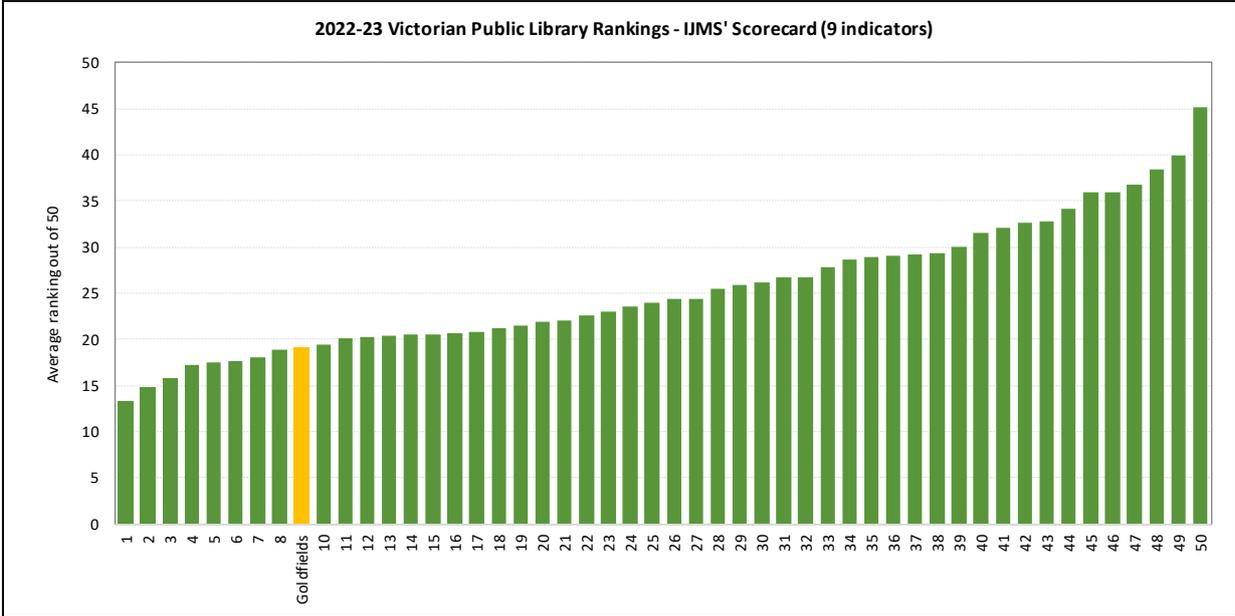
The majority of RLC’s now appear to be moving to a beneficial enterprise as regulated in the Local Government Act with the preferred approach being the Not For Profit Company limited by guarantee. See Appendix 1 for more details.

2.2. Independent library service benchmarking

Since 2013-14 IJMS has been engaged by PLV to manage the collection, aggregation and analysis of annual statistical data from all Victorian public libraries. This data is included in national reporting of library statistics and is used locally for benchmarking and advocacy purposes. All data is published on the PLV website (<https://www.plv.org.au/resources/>).

IJMS has independently developed a library scorecard that compares the performance of all 50 Victorian library services (excluding Vision Australia). The scorecard combines 9 different indicators of library

service provision, service efficiency and library use. Overall library rankings are based on the performance of each library service against all 9 indicators. Analysis of the 2022-23 PLV survey data indicates that GLC is ranked 9th of 50 Victorian library services.



GLC’s highest ranking on the 9 individual indicators is also 9th – for collections items per capita (a measure of the size of fit of the collection to the target population). GLC’s overall 9th ranking is based on performing at or above average against 8 of the 9 indicators.

Focus	Indicator	GLC 2022-23	Victoria average 2022-23
Service provision	Funding per capita	\$36.39	\$41.36
	Staff FTE per '000 population	0.26	0.29
	Collection items per capita	1.24	1.38
Efficiency	Turnover (loans per item)	3.3	4.4
Use	Membership as % of population	30.5%	29.2%
	Visits per capita	3.6	3.1
	Loans per capita	6.1	6.0
	Program attendance per capita	0.34	0.26
Satisfaction	Customer satisfaction	8.9	8.7

The conclusion from this analysis is that GLC is one of Victoria’s highest performing library services. And this level of performance is not the result of excellence against any single indicator, but sustained good performance against ALL key library indicators.

As noted in the VAGO analysis, when this performance position is compared against cost of service, VAGO found that GLC ranked highest in the state in terms of return on investment.

It should also be noted that the recent experience of rural Victorian Councils that have left collectives in pursuit of a ‘cheaper’ library service is not positive.

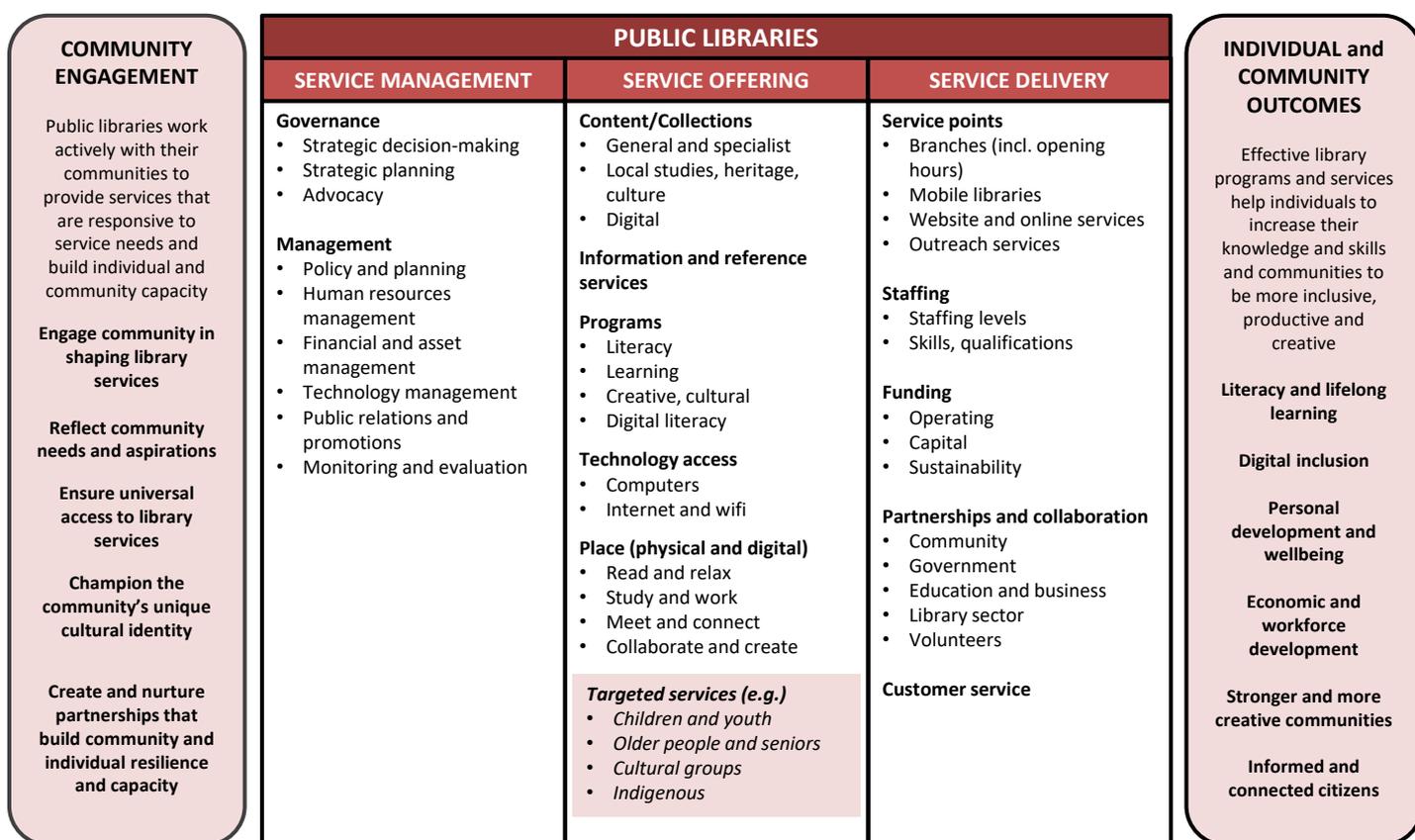
Some have struggled to integrate library services back into Council operations, not fully appreciating the value of dedicated library management, specialist library skills and experience, and industry connections.

As a result, communities in Buloke, Hindmarsh and Yarriambiack (for example) now have access to possibly less costly but fewer and lesser quality library services that rank among the least well-used (on a per capita basis) and lowest performers in the state based on PLV collated data (overall rankings from 43 to 49 out of 50).

3. USING THE FRAMEWORK FOR AUSTRALIAN PUBLIC LIBRARIES TO ANALYSE VALUE.

In 2020 APLA and ALIA released an updated version of *Standards and Guidelines for Australian Public Libraries* (the Guidelines).¹ The Guidelines are presented through a comprehensive framework that brings together and illustrates the essential operational components of a contemporary public library within the Australian context – from strategic community engagement to service governance and management, service offering, service delivery, and the ultimate impact on individual users and the communities that public libraries serve (see diagram below).

A FRAMEWORK FOR AUSTRALIAN PUBLIC LIBRARIES



The Framework indicates five key areas where guidance can be provided to enhance the effective and efficient operation of public libraries.

- At its core, a public library is defined by:
 - i) the services it offers
 - ii) the way it delivers those services to the community
 - iii) the way in which it is managed.

¹ APLA/ALIA, *Standards and Guidelines for Australian Public Libraries*, December 2020.

- The quality and value of the library is defined by:
 - i) the way in which it understands and strategically responds to the particular needs of its community
 - ii) the extent to which it has a positive impact on library users' knowledge, skills, attitudes and behaviours, and enables communities to be more inclusive, productive and creative.

Investment in public libraries is an investment in the strength, capability and resilience of the community. Therefore, public **libraries must work actively with their communities** to provide services that are responsive to community needs and that build individual and community capacity.

The way in which a public library is **governed and managed** has a significant impact on its capacity to achieve its community-focused goals efficiently and effectively. This includes issues related to:

- leadership, strategic planning and policy, and advocacy
- management of human resources, finance, facilities, capital assets and technology
- public relations and promotions, and monitoring and evaluation.

A modern library offers **five core services** to meet the recreational, educational, social, information and employment-related needs of library users of all ages, interests and backgrounds. These services are:

- physical and digital content and collections
- information and reference services
- reading, literacy, learning, wellbeing, cultural and creative programs
- access to computers, the internet, printers, scanners and other mainstream technology
- places and spaces where people can relax, work, meet, learn, connect and create.

A library's service offerings can be **delivered in different ways** to different users in different places at different times. Traditional and well-loved branch libraries are now complemented by online and outreach services that take the library out and into the community. Libraries are increasingly developing partnerships and alliances with community, education, government and business organisations to leverage resources and broaden access for a wide range of users.

Library programs and services help individuals to increase their knowledge and skills, to change their attitudes and behaviours, and to access information and increase awareness of what is happening in their community. Libraries also have a **positive impact on community, economic and cultural outcomes**.

In its entirety, the Framework provides a structure that can be used to analyse and describe value elements of a shared service model outside of scaled economic efficiency.

4. A VALUE ANALYSIS OF COLLECTIVE LIBRARY SERVICES BASED ON THE NATIONAL FRAMEWORK.

As indicated in Section 3, this analysis steps progressively through the 14 key elements of the Framework for Australian Public Libraries, giving consideration to the value a collective approach may provide under each key heading. For this analysis, the 14 elements of the framework noted below are presented in an order that highlights the value of collective approaches, NOT the sequential order that they appear in the Framework.

- 4.1. Management
- 4.2. Staffing
- 4.3. Partnerships and Collaboration
- 4.4. Governance
- 4.5. Community Engagement
- 4.6. Funding
- 4.7. Content/Collections
- 4.8. Programs
- 4.9. Service Points
- 4.10. Technology Access
- 4.11. Individual and Community Outcomes
- 4.12. Places and Spaces
- 4.13. Customer Service
- 4.14. Information and Reference Services

4.1. Service Management – Management

APLA/ALIA Guideline	<p>Establish and implement management policies and approaches that are consistent with the general principles of good organisational management and address the specific requirements of an effective and efficient public library. This includes management of:</p> <ul style="list-style-type: none"> - library policies and planning - human resources - finance and assets - technology assets and infrastructure - risk management - marketing and promotion - monitoring and evaluation.
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ A collective approach to provision of library services has major implications for the management of high quality community-focused library services. <ul style="list-style-type: none"> - Pooling resources enables the recruitment of a CEO or high level management team with significantly higher levels of experience, skills and connections than any single LGA Library Manager would possess. This is especially true in regional and rural areas. This has potential to enhance every aspect of organisational performance. - Aggregation of functions across Councils means the collective can also afford to employ middle level staff with specialist skills and expertise (e.g. library programming, community engagement, IT). This experience can result in more coordinated management of operations and allows customer-facing library staff to focus on customer service. - Direct control of management functions (e.g. HR, finance, OHS policy, risk management) provides flexibility and agility in organisational decisions.

	<ul style="list-style-type: none"> - Collective management of a dedicated library website efficiently allows for development of a library-focused user interface which enhances the user experience (e.g. eLibrary, online programming).
Specific GLC examples	<ul style="list-style-type: none"> ▪ The ability to employ management that reduces load on Council staff to actively manage operations of the service. ▪ GLC provides dedicated program, collections, operations, HR, IT and outreach managers and coordinators that are overseen by an Executive Officer. This negates the need for each Council to separately consider employment of these positions and provides a coordinated approach both geographically and organisationally. ▪ Ability to deliver specific surveying of community on library service e.g. “libraries of the future” survey that delivered feedback from more than 1000 respondents locally and informed strategic direction for the service. ▪ Capacity to provide inhouse strategic advice to Councils and develop library strategy with no additional resourcing by Councils.

4.2. Service Delivery – Staffing

APLA/ALIA Guideline	Ensure that the size, qualifications, capabilities and mix of the library workforce support delivery of a range of services and programs which meet the needs of the community.
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ Aggregation significantly increases the capacity to attract and retain qualified library staff. ▪ Libraries are a customer service business, with customer satisfaction closely tied to the quality of the professional and personal interactions between library customers and staff. On average, 71% of total library expenditure is on staff costs. ▪ The APLA/ALIA standard is for one staff member (FTE) with industry-recognised qualifications per 10,000 population. At least two Victorian library services currently have no staff with library qualifications. Many rural library services have only one staff member with library qualifications. ▪ A collective approach creates a larger workforce and the opportunity to work with a team of library professionals or community of practice. ▪ A larger workforce also provides the opportunity for: <ul style="list-style-type: none"> - specialization in key functional areas (e.g. children’s services, readers’ advisory, programming, IT) - employment of people with a mix of complementary skills relevant in a contemporary library service (e.g. education, community development, social work). ▪ A larger, more qualified and diverse workforce fosters innovation, increases the quality of the service provided and improves community outcomes.
Specific GLC examples	<ul style="list-style-type: none"> • The ability to transfer staff between municipalities, under a collective agreement, reducing the need for casual and part time staff requirements.

	<ul style="list-style-type: none"> • The ability to diversify staff skills (IT, story time, STEM, collection managers, youth, catalogue specialists etc.) that operate regionally and share that skill base. GLC employs teachers, early years specialists, science communicators, social workers as well as staff with local government and community development backgrounds. • Dedicated staff that collectively contribute to region wide: <ul style="list-style-type: none"> IT management and IT staff support Collection management Graphic Design Communications (press, promotions, printing, social media) Program coordination and event management Managing collective partnerships or agreements Attracting and managing significant additional grants money Coordination of Home Library Service, agencies and volunteers.
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4.3. Service Delivery – Partnerships and Collaboration

APLA/ALIA Guideline	<p>Develop partnerships and collaborate with individuals and organisations to leverage the complementary knowledge, expertise and resources of the library and partners in order to:</p> <ul style="list-style-type: none"> - raise awareness of and promote library services to targeted population cohorts, thereby increasing library membership, use and impact - expand service offerings and service delivery options - improve service reach, quality and efficiency.
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ Strategic partnerships with community organisations and Council Departments benefit libraries into two main ways: i) leveraging the resources of both partners to provide service efficiencies; and ii) increasing the reach of the library service into that partner’s target audience. These benefits are particularly important in library programming as they enable the library to efficiently offer a more diverse offering to the community. ▪ Collective approaches to library management make it much more efficient to develop and maintain strategic partnerships. Rather than each member Council having to manage a partnership with a select organisation (e.g. a book publisher), the collective is able to do this through a single relationship, and often with a staff member who has (or develops) expertise in partnership management. The collective also creates critical mass that is more appealing to potential partners as they can reach more people through a single connection. ▪ The same rationale applies to key industry connections as the collective can more efficiently channel and leverage engagement with PLV, SLV, ALIA, suppliers, etc. -
Specific GLC examples	<ul style="list-style-type: none"> ▪ Orchestra Victoria and Australian Ballet Partnerships- centrally managed with events now having run across all municipalities. ▪ Sydney Writers Festival- partnership to stream live events into local GLC libraries across the region, particularly Macedon Ranges and Mount Alexander Shire.

	<ul style="list-style-type: none"> ▪ Book Publishers, GLC negotiating regionally coordinated author talks that allow for author tours and multiple events across the region. E.g.: William McInnes touring through Macedon Ranges, Mount Alexander and Greater Bendigo or Anne Cleaves touring to Bendigo and Loddon Shire. ▪ Efficient and coordinated agreements with IT organisations or software providers who collectively provide the total library network across all Council areas.
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4.4. Service Management – Governance

APLA/ALIA Guideline	<p>Provide governance mechanisms that ensure that the library:</p> <ul style="list-style-type: none"> - has sound strategic planning and decision-making processes - is accountable to its community and stakeholders for the services it provides - has a voice in advocating to policy-makers, funding bodies and the community the value of public libraries in strengthening community outcomes.
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ The governance models used by Victorian library collectives have both positive and negative aspects. ▪ One positive is that the RLC model reduces the need for immediate internal management of library service within busy Councils ('one less thing to manage'). However, experience has shown that failure to maintain an appropriate level of oversight is a real risk and the library can be disconnected from critical Council decisions ('out of sight, out of mind'). This can be detrimental to both the library and other Council Departments. ▪ A significant benefit of collaboration is the capacity to undertake dedicated high-level library-focused strategic planning that is informed by and aligned with Council and regional directions but remains specific to library service delivery. Once again, there are efficiencies in doing this once for the collective rather than each member Council producing separate plans that each individually acknowledge and respond to the same social conditions and industry trends.
Specific GLC examples	<ul style="list-style-type: none"> ▪ The Goldfields Library Plan specifically connects both regional partnership and Council Plan objectives to the Library priorities and actions. This is an active effort of the Board and library executive to align Council and library outcomes from the top down. ▪ Library staff committed to being part of Council working groups and steering committees and ensuring that the Library is noted as one of the services in many Council plans such as Health and Wellbeing, Early Years, Disability, Inclusion and Ageing Well. ▪ Specific and dedicated governance that provides for regular and equal input from all member Councils under an established set of agreed rules (the Regional Library Agreement).

4.5. Community Engagement

APLA/ALIA Guideline	<p>Ensure the scope, delivery and management of public library services is responsive to local community needs and builds individual and community capacity.</p> <ul style="list-style-type: none"> - Engaging the community in shaping library services - Reflecting community needs and aspirations - Ensuring universal access to library services within the community - Championing the community’s unique cultural identity - Creating and nurturing partnerships to build community and individual resilience and capacity.
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ A collective approach to management of library services does not diminish the capacity for local community engagement within a single LGA (e.g. Loddon, Kangaroo Flat). But it does open up the opportunity for agile and focused engagement at a regional level, cognizant of but without having to work through internal Council processes. This can be efficient when exploring the needs of non-geographic communities, for example, young people, seniors, CALD communities, LGBTQIA, writers. ▪ It is also more efficient when engaging with partner organisations that have a regional perspective (see 4.3 Partnerships and Collaboration.
Specific GLC examples	<ul style="list-style-type: none"> ▪ In 2021 GLC ran a Libraries for the Future consultation process involving pop up consultation, surveys and stakeholder interviews, garnering over 1000 responses from local residents about what they would like to see in local libraries. This work informed the Library Plan and strategic development of libraries. ▪ GLC provides dedicated strategic resources focused on community and stakeholder engagement through funded positions such as Engagement Manager, Communications Coordinator, Community Based Services Coordinator and Programs Coordinator. ▪ GLC manages key statewide and regional partnerships with stakeholder groups such as community health, Arts Victoria, Orchestra Victoria etc. that result in value added program and service delivery.

4.6. Service Delivery – Funding

APLA/ALIA Guideline	<p>Fund provision of public library services to at least the minimum level required to sustainably support the local community in meeting its information, educational, recreational and cultural needs.</p>
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ The APLA/ALIA standards note that ... <i>“Very small populations may have significantly higher per capita expenditure due to minimum staffing, collection and infrastructure costs. Large populations (more than 100,000 people) may realise service efficiencies due to economies of scale in collection size, service development and service management.”</i> ▪ In 2022-23, regional library corporations and networks in regional Victoria had lower average per capita expenditure (\$37.17) than

	<p>metropolitan corporations (\$38.02), metropolitan stand-alone libraries (\$44.13)² and regional stand-alone services (\$44.46).</p> <ul style="list-style-type: none"> ▪ GLC's per capita expenditure in 2022-23 of \$36.39 was in line with the average for regional collectives.
Specific GLC examples	<ul style="list-style-type: none"> ▪ With a per capita contribution combined between Council and state government of \$36.39, GLC has a lower level of funding per capita than standalone services in either regional or metropolitan Victoria and is slightly lower than the average Corporation funding model. ▪ Council per capita contributions to GLC delivered the 32nd lowest level of per capita funding for libraries across all Councils in 2022-23 (the most recent comparative year available) ▪ GLC was noted by VAGO as having the most efficient ratio of cost or staffing levels in the state, compared to standardised outputs such as program attendance and collection size and movement.

4.7. Service Offering – Content/Collections

APLA/ALIA Guideline	<p>Develop and manage library collections which:</p> <ul style="list-style-type: none"> - meet the information, education, recreational and cultural needs of the community - foster a love of reading and inspire intellectual curiosity - support lifelong learning. <p>Develop selection, acquisition and collection management procedures that ensure relevant library materials are available and accessible to the community in appropriate formats as soon as possible.</p> <p>Facilitate access by the local community to resources held in other Australian libraries.</p> <p>Collect, preserve, maintain and provide access to resources that document, illustrate and record the history and cultural heritage of the local area and development of the local community.</p>
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ The APLA/ALIA standard on collection size is differentiated for libraries serving different sized populations (from 2.0 items per capita for less than 20,000 population to 0.8 per capita for 400,000 or more). <i>“Libraries serving smaller populations typically require a greater number of collection items per capita to provide a sufficiently diverse collection and choice to their community. Large library services can realise collection efficiencies by having smaller collections per capita and moving stock around in response to user demand.”</i> ▪ Therefore, aggregation delivers both: <ul style="list-style-type: none"> - financial efficiencies (lower direct collection cost per capita - \$6.24 for Victorian corporations and networks in regional areas vs \$7.07 for stand-alone libraries in regional/rural areas) and - operational efficiencies (smaller relative collections reduce time spent on procurement and stock management). ▪ Given the capacity to reduce the number of collection items per capita, some of this ‘saving’ can be diverted back into having a wider range of

² This figure excludes the City of Melbourne library service which has a disproportionately high funding rate due to it being a major provider of services to non-resident CBD workers, visitors and tourists.

	titles available for customers – delivering qualitative benefits to readers while still having lower collection costs.
Specific GLC examples	<ul style="list-style-type: none"> ▪ GLC holds the 11th largest collection in Victoria which is available for loan and easy distribution across all branches. ▪ GLC delivers and manages both an in-house and contracted courier service that provides a twice-weekly distribution of collection across all branches, supporting a responsive patron reserve system. ▪ GLC provides a patron request system that delivers suggested collection purchases or requests for collection outside of that held by GLC. This is internally managed by GLC collection management staff. ▪ GLC has pioneered the Read Now project to have multiple copies of popular titles available and allocated to each branch to improve collection access for patrons.

4.8. Service Offering – Programs

APLA/ALIA Guideline	Provide targeted and engaging activities that reflect the diversity of the community and encourage and enhance effective and productive use of the library.
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ Library programs have the potential to create significant and lasting benefits for participants in relation to literacy and lifelong learning, social and digital inclusion, and community strengthening. ▪ Collective approaches to library service provision deliver three main benefits in relation to library programming. <ul style="list-style-type: none"> - an aggregated workforce allows for recruitment of staff with specialist expertise in program design, development and management (see 4.2 Staffing) - program development and delivery is much more efficient as a single (and often better quality) program can be rolled out to multiple locations across the region (e.g. author talks, story walks) - aggregation creates critical mass that is more appealing to program partners as they can reach a wider audience (see 4.3 Partnerships and Collaboration).
Specific GLC examples	<ul style="list-style-type: none"> ▪ Agility in running relevant and responsive programs: <i>“Recently, I approached the Bendigo Library about running an E-Safety session for our teens and preteens, especially for our most vulnerable children. I was given a Projects email. The response was immediate and positive. Now, the concept is up and running with 3 sessions programmed for Spring.”</i> ▪ Rollout of story walk program after successful pilot initiated in Castlemaine across all municipalities- GLC has capacity to innovate and experiment and then rollout successful programs across the region. ▪ Library lock in events again initiated through work in Castlemaine – piloted and now rolled out at other sites in other municipalities. ▪ One of the highest levels of program delivery and participation in the state. Again, VAGO ranked GLC as having the highest level of program participation when compared to staffing levels in the state. ▪ Partnerships and funding for programs at state and regional levels are developed and managed by GLC- publishing houses, writers festivals,

	arts organisations, Regional Partnerships initiatives, local health services, member Council departments, philanthropic trusts, federal service funding etc.
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4.9. Service Delivery – Service Points

<p>APLA/ALIA Guideline</p>	<p>Provide library facilities which:</p> <ul style="list-style-type: none"> - are convenient and accessible to the public and serve the identified needs of the community - are attractive, functional and stimulate interest in library services - are designed for flexible use, efficiency in operation and sustainability - are safe and secure for library users and staff. <p>Provide mobile, online and outreach services that take the library out and into the community.</p> <p>Support virtual visits to the library via the library website and online services so that library content and services are available when and where customers want them.</p>
<p>Value of a Collective Approach</p>	<ul style="list-style-type: none"> ▪ Collective approaches to library service provision deliver two main benefits in relation to service points. ▪ Firstly, all of the personnel and financial resources that would be separately spent on developing and maintaining separate websites can be invested in a single higher quality website with greater functionality that enhances the user experience (e.g. search capability, online programming). ▪ Secondly, greater innovative capacity in the library workforce (see 4.2 Staffing) and economies of scale have been found to foster early trial and deployment of innovative service delivery models. Aggregated workforces have been better able to find time and creative energy to research, plan, resource and deliver approaches that reach out to more people in the community.
<p>Specific GLC Examples</p>	<ul style="list-style-type: none"> ▪ GLC Library Agencies and direct volunteer management model represent innovations in service delivery aimed at extending value for Councils. ▪ Free, business standard and high-speed internet for patrons funded and managed by GLC create libraries as digital hubs for remote working and studying. Joint development of working spaces within libraries to support local study and remote working/business. E.g. Work pods funded for Bendigo and Castlemaine, Tammia Long Room development at Castlemaine, consultation, planning and sourcing funding for Gisborne renovations. ▪ GLC has the sixth highest number of branches and opening hours across the state with many branches within a 15-30 minute drive of one another. ▪ Single, high-quality website managed through IT and communications team where items can be reserved, program bookings occur and all eResources are accessible.

4.10. Service Offering – Technology Access

APLA/ALIA Guideline	<p>Provide free public access to computers, the internet and other equipment and applications.</p> <p>Support library users to develop digital skills and confidence.</p>
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ One of the greatest challenges of stand-alone library services is that they are commonly reliant on Council’s IT Department for support of library technology infrastructure and assets. This should not (of itself) be an issue, but the experience in many libraries is that there is a failure to recognise the unique technology requirements of a public library. ▪ The major issue is that provision of technology access to the public is a specific library service, creating a user expectation that the service is available at all times when the library is open. If the network or systems are down for any reason reinstatement must be a No. 1 priority as disgruntled users take out their frustration on library staff. ▪ In addition, the Library Management System (LMS) is the lifeblood of the collection. Managing an LMS requires specific technical knowledge, integration with other Council systems (e.g. payments), and any downtime brings borrowing to a halt. ▪ As noted in 4.2 Staffing, an aggregated library workforce can provide for dedicated and skilled IT staff who can prioritise issues from a user perspective.
Specific GLC Examples	<ul style="list-style-type: none"> ▪ Dedicated IT infrastructure managed by staff on a collective regional basis. ▪ High level backup, data protection and cyber security and business continuity services in place and managed by executive staff. ▪ Collective agreements with specific library management system software providers. ▪ Boutiques library specific software (loaning systems, collection management, PC booking, remote printing/copying) purchased and managed internally and adds to service suite for users.

4.11. Individual and Community Outcomes

APLA/ALIA Guideline	<p>Help individuals to increase their knowledge and skills, to change their attitudes and behaviours, and to access information and increase awareness of what is happening in their community.</p> <p>Have a positive impact on community, economic and cultural outcomes.</p> <ul style="list-style-type: none"> - Literacy and lifelong learning - Digital inclusion - Personal development and wellbeing - Economic and workforce development - Stronger and more creative communities - Informed and connected citizens.
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ Public libraries have maximum impact where they are able to attune the service they provide to the specific needs and interests of their local community(ies).

	<ul style="list-style-type: none"> ▪ The major benefits of a collective approach to library service provision are in the quality of library management, the skills and experience of the library workforce and the number and range of local community partnerships. ▪ Collectively these factors can deliver more efficient library operations, provide a wider service offering that appeals to a wider cross-section of the community, and result in higher levels of library use.
Specific GLC Examples	<ul style="list-style-type: none"> ▪ Libraries Victoria statistics indicate that GLC ranks in the top 10 services across Victoria for usage across the following key areas: <ul style="list-style-type: none"> ▪ Loans: 9th highest ▪ eLibrary collection turnover: 1st ▪ Collection items: 11th largest ▪ Library visits: 9th highest ▪ Active borrowers: 8th highest ▪ Opening hours per week: 6th highest ▪ Number of branches: 6th highest ▪ Gb downloads through public internet: 3rd highest ▪ Program attendees: 6th highest <p>Whilst also ranking 32nd lowest in the cost to Council per capita. (Comparative rankings taken from the 22-23 Libraries Victoria collated statistics for all 50 Victorian public library services)</p>

4.12. Service Offering – Places (physical and digital)

APLA/ALIA Guideline	Provide safe, welcoming and inclusive physical and digital places and spaces that meet the identified needs of the community.
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ In the collective approaches to library services deployed by Victorian Councils, responsibility for provision, presentation and maintenance of library facilities rests with each member Council. ▪ A collective approach provides an opportunity for the funding of furnishings to be planned and funded through the collective model, reducing the burden on Council to solely manage and fund item replacement or maintenance. ▪ Collective services can also provide greater internal investment in furnishings and a standardise approach to symbolic messaging that provides safety, such as acknowledgement of country displays, cultural furnishings and child friendly furnishings. ▪ The benefits of a single more well-resourced library website and online services are addressed in 4.9 Service Points.
Specific GLC Examples	<ul style="list-style-type: none"> ▪ Consistent cultural messaging with rollout of Acknowledgement of Country plaques across all branches. ▪ Bulk purchasing of furnishings provides discounted purchasing power. ▪ Independent assessment of space requirements for safety or replacement of furnishings. i.e. assessment of shelving requirements, introduction of tables and seating to suit use and assessment of public

	liability and OHS elements with management and funding of solutions in many cases.
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4.13. Service Delivery – Customer Service

APLA/ALIA Guideline	Efficiently and always provide friendly, welcoming and high quality customer service to all library customers. That is, have a positive effect on the capabilities and wellbeing of the people who use the library and make them want to return.
Value of a Collective Approach	<ul style="list-style-type: none"> ▪ Customer service levels are more likely to be influenced by the culture that exists within the service organisation, more than its size, efficiency or technical capability. Some of the highest levels of customer satisfaction in Victorian public libraries are in small rural libraries where lower demand (due to population size) and minimum staffing levels (at least one staff member during opening hours) allow for a very personalised library user experience. ▪ One potential benefit of a collective approach to service provision is that allocating administrative responsibilities to dedicated staff frees up customer facing staff to concentrate on quality customer interactions. ▪ Collective resourcing of staff training internally and partnering with Councils on multiple shared training opportunities can improve staff skill and capacity.
Specific GLC Examples	<ul style="list-style-type: none"> ▪ GLC has a dedicated training and development plan addressing key capacities identified as potential gaps for staff. This training is rolled out across all four Councils simultaneously. This approach allows for a library focused approach to training around key social issues such as homelessness, gender equality and cultural sensitivity along with consistent training on workplace safety or other technical service delivery elements.

4.14. Service Offering – Information and Reference Services

APLA/ALIA Guideline	<p>Deliver information, reference and readers’ advisory services that:</p> <ul style="list-style-type: none"> - provide customers with information and/or reading materials that suit their needs in an appropriate timeframe - encourage reading and information literacy and support library users to develop their information and digital literacy skills - facilitate customers’ effective use of library resources and facilities.
Analysis of a Collective Approach	<ul style="list-style-type: none"> ▪ Access to the internet has reduced demand for information and reference services (IRS), although these continue to be highly valued by the people who do call on librarians’ specialist expertise in information discovery. ▪ Generally information and reference services are more likely to be available in larger services, given they require staff time to support patron enquiries on collection, databases or other information sources. ▪ A collective approach to library services creates a larger workforce and the opportunity for specialization in functions such as Information and

	Reference Services (see 4.2 Staffing). This is less likely to occur in smaller library services with fewer qualified library staff.
Specific GLC Examples	<ul style="list-style-type: none"> ▪ GLC has around 85 percent of staff allocated to customer service, with 15 percent of staff allocated to management and coordination of services. ▪ This approach allows for specialist information and referencing skills to be built with value provided through specialist training such as support to access databases for historic or genealogical research, one to one IT support sessions on patron requested topics, supported school research or studies and support with government departments (assisting people with forms or submissions to government services. ▪ Each municipality has a dedicated strategic operational management support as well as day to day branch management. ▪ GLC also has a Community Based Service team that directly manages staff and services for all library agencies and home library services in addition to coordinating a volunteer base of more than 50 people. ▪ GLC also has piloted social work support with a funded staff social work position to assist in building capacity of the workforce in referring patrons to support services.

5. RISK ANALYSIS FOR COUNCILS IN MOVING TO A BENEFICIAL ENTERPRISE

Importantly, GLC has allowed movement in the industry to be part of the analysis in considering risk for member Councils in moving to any new structure of collective services as described in the Beneficial Enterprise section of the Local Government Act 2020.

This has allowed other services to practically test processes and new models of management to ascertain possible risk and consider mitigation to reduce risk and impact as Councils decide on a future approach to library service delivery.

A comprehensive risk review is attached to this report as Appendix 2 and considers the likelihood, impact and mitigating factors of the following business risk categories:

- Strategic** – decisions concerning our business’ structure and objectives
- Compliance** – the need to comply with laws, regulations, standards and codes of practice
- Financial** – our financial transactions and systems
- Operational** – our operational and administrative procedures
- Environmental** – internal and external operations that our business has some control over
- Reputational** – the character or goodwill of our business

Given the work that has now been undertaken by several RLC’s in shifting to a beneficial enterprise model, there are identified mitigating actions that provide expert and experienced guidance through the process of business transfer. These are identified in the risk analysis but broadly include:

- Use of expert accounting and legal consultants to oversee transfer of business and development of constitution and service agreement.
- Appropriate training for members of any new Board structure.
- Time for Councils to scrutinise any new agreements for services and funding structures.
- Support work from the GLC Board, CEO and Executive Team to transition the business.
- Consistent work with staff and union.
- A coordinated communication plan for staff and community.
- Ensure third party service agreements are transferred seamlessly for business continuity.

6. CONCLUSION

This review provides a structured and evidence-based analysis of collective library services utilising both data collated by the Victorian Auditor General's Office (VAGO) and Public Libraries Victoria (the peak body for public libraries).

Analysis indicates that collective services have potential to create both economical savings and add value to a regionally coordinated service, particularly in regional and rural areas where collective pooling of resources can be beneficial.

Specifically, the Goldfields Library Corporation (GLC) provides evidence of being one of the most efficient and effective library services in the state based on the VAGO comparative analysis that placed GLC at the top of all library services based on data that compares resourcing with common outputs in areas of both collection and programs.

Further to this, collective models are shown to have, on average, a lower cost per capita than stand-alone services and GLC shows this approach in action have a cost per capita more than \$5 less per head (around \$1,000,000 collectively) than the average per capita cost in Victoria for library services.

This saving estimate or realised value aligns with the financial analysis attached, which provides for a recurring estimated cost saving of around \$900,000 per annum utilising a collectively resourced service model. (see Appendix 3 Financial Analysis- Library Models)

Financial Analysis of Library Service Models- Comparison of Stand Alone costs and Collective Resourcing Costs.

Description of inclusions	Key Functional Library Service Areas	Collective model (Company / other model)	Separate (Individual Council's)	Difference	Comments
Front facing customer service staff with most having a minimum Diploma in Information Services. Band 4/5	Branch Staff (47 FTE)	\$ 3,467,000	\$ 3,709,690	-\$242,690	Note 1
Specialist or Technical staff operating on a regional basis- Band 6	Specialist / Program Staff (8 FTE)	\$ 612,000	\$ 734,400	-\$122,400	Note 2
Strategic and Leadership staff- Band 7 and above	CEO and team leadership (2.4 FTE)	\$ 370,000	\$ 518,000	-\$148,000	Note 3
Other expenses particularly related to library operations that may not be currently accessed through current Council activities or resources	Total admin and other expenses (including ICT support and licensing; Programs; Logistics;	\$ 1,312,786	\$ 1,509,704	-\$196,918	Note 4
Physical facilities with an assumption that a collective website would be removed and simply be provided through Council's current site.	Facilities (Council owned)	n/a	n/a	n/a	Note 5

-\$710,008 Annual (recurrent) difference

-\$2,840,032 4-year difference (recurrent)

Implementation (change) costs:

Finance systems	-\$50,000	Change support
Library Management Systems	-\$160,000	Revised licensing / splits
HR / Payroll advice and (where applicable) redundancy	-\$295,000	Re-deploy positions to Council's & associated
	-\$505,000	Once-off costs
	-\$3,345,032	Total costs of change (4 years)

Other analysis:	Total NCGLC expenses (2023)	\$7,337,600
	% increase cost to Council's for individual model	10%

Financial Analysis of Library Service Models- Comparison of Stand Alone costs and Collective Resourcing Costs.

Description of inclusions	Key Functional Library Service Areas	Collective model (Company / other model)	Separate (Individual Council's)	Difference	Comments
Front facing customer service staff with most having a minimum Diploma in Information Services. Band 4/5	Branch Staff (47 FTE)	\$ 3,467,000	\$ 3,709,690	-\$242,690	Note 1
Specialist or Technical staff operating on a regional basis- Band 6	Specialist / Program Staff (8 FTE)	\$ 612,000	\$ 918,000	-\$306,000	Note 2
Strategic and Leadership staff- Band 7 and above	CEO and team leadership (2.4 FTE)	\$ 370,000	\$ 525,400	-\$155,400	Note 3
Other expenses particularly related to library operations that may not be currently accessed through current Council activities or resources	Total admin and other expenses (including ICT support and licensing; Programs; Logistics;	\$ 1,312,786	\$ 1,509,704	-\$196,918	Note 4
Physical facilities with an assumption that a collective website would be removed and simply be provided through Council's current site.	Facilities (Council owned)	n/a	n/a	n/a	Note 5

-\$901,008 Annual (recurrent) difference

-\$3,604,032 4-year difference (recurrent)

Implementation (change) costs:

Finance systems	-\$50,000	Change support
Library Management Systems	-\$160,000	Revised licensing / splits
HR / Payroll advice and (where applicable) redundancy	-\$295,000	Re-deploy positions to Council's & associated
	-\$505,000	Once-off costs
	-\$4,109,032	Total costs of change (4 years)

Other analysis:	Total NCGLC expenses (2023)	\$7,337,600
	% increase cost to Council's for individual model	12%

Risk Assessment
Transitioning to a Beneficial Enterprise
(Collective Business Model)

Risk likelihood

The likelihood of Identified risks associated with the proposed change from a corporation under the LGA 1989 to a beneficial enterprise are provided in detail as part of this document and, as part of this has assessed the likelihood that a risk may occur for each one. Risk likelihood can be divided into three categories:

- **Improbable** – Small chance of happening
- **Possible** – Some chance of happening
- **Probable** – Very likely to happen

Impact on our business

CMT has determined the impact of the risk to the business if it were to happen. Risk impact can be divided into four categories:

- 0 – **Acceptable** – little to no effect on the business
- 1 – **Tolerable** – effects are felt but do not seriously affect the business
- 2 – **Unacceptable** – causes major disruption to the business
- 3 – **Intolerable** – business may not recover

Risk matrix

With these parameters, CMT used the matrix below to determine the likelihood of the risk, the impact of the risk, and to devise measures to mitigate any risks.

			Impact			
			Acceptable	Tolerable	Unacceptable	Intolerable
			Little or no effect	Effects are felt but not critical	Serious impact to course of action and outcome	Could result in disaster
			RATING	RATING	RATING	RATING
Likelihood	Improbable	Risk unlikely to occur	0	1	1	2
	Possible	Risk will likely occur	0	1	2	3
	Probable	Risk will occur	1	2	2	3

Managing the risk

Each identified risk is assigned one of four broad management actions to deal with the risk, based on the matrix values above:

- Rating 0:** Accept and proceed
- Rating 1:** Reduce with advice and/or strategies
- Rating 2:** Avoid through strategies
- Rating 3:** Do not proceed

Risk categories

Risks have been considered and analysed against the following business risk categories:

- Strategic** – decisions concerning our business’ structure and objectives
- Compliance** – the need to comply with laws, regulations, standards and codes of practice
- Financial** – our financial transactions and systems
- Operational** – our operational and administrative procedures
- Environmental** – internal and external operations that our business has some control over
- Reputational** – the character or goodwill of our business
-

Strategic Risks

Key Risk	Risk Rating	Measures/Assurances
<p>Remain a corporation under the LGA 1989 until 2030</p> <ul style="list-style-type: none"> • Serious impact if inaction for up to 6 years • Interim risks in dealing with Member Councils if the RLC falls further behind legislatively with further changes to the LGA 2020 • Risk if decisions are delayed given current examples take between 18 months and 2 years to enact and Councils need time to make decisions on structural details of new service. 	<p>2 – Unacceptable</p> <ul style="list-style-type: none"> • Risk would occur if no action taken. • Could result in major business & statutory complications 	<p>Mitigation</p> <p>Winding up the Corporation in accordance with LGA 2020</p> <p>Set up a beneficial enterprise in accordance with LGA 2020</p> <p>Timely due diligence and consideration for progress by member Councils.</p> <p>Using legal representation to project manage and provide expert advice to GLC and Councils through the process.</p> <p>Analyse the process and experience of other Councils and RLC's that have moved through this process.</p>
<p>Member Councils agree to wind up GLC, but one or more Councils decide not to participate in the new entity</p> <ul style="list-style-type: none"> • Additional costs (contracts, overheads, etc.) • Redundancies/Transfer of staff 	<p>1 – Tolerable</p> <ul style="list-style-type: none"> • Risk has low probability of occurring. • Depending on number of Councils not participating, the impact could result in diminished savings for participating Councils or abandonment of a collective. 	<p>Mitigation</p> <p>Assessed as very unlikely for the following reasons</p> <ul style="list-style-type: none"> • The Victorian Auditor General's report: Council Libraries indicated that GLC achieved the highest Data Envelopment Analysis (DEA) business efficiency rating of 1- one of only five in the State. • Further independent and specific analysis shows that the collective approach is financially beneficial for all member Councils and results in a more coordinated and agile response to community needs. • Savings of approximately \$1,000,000 pre year collectively have been estimated based on the average cost per capita to fund library services across the state and an analysis of cost comparisons between a collective beneficial enterprise and stand-alone council models.

<p>Decision to transition or the implementation takes a prolonged period.</p> <ul style="list-style-type: none"> Member Councils may take longer to make decisions. Registrations and application processes may take longer depending on the model (ASIC, ACNC, ATO, etc.) Union negotiations may take longer. 	<p>1 - Tolerable</p> <ul style="list-style-type: none"> Risk likely to occur- it is expected that Council decision making may vary slightly in timing and the processes to create a new approach or entity will be the responsibility of third-party timeframes. Little or no effect unless decisions are made after 2028, with wind up required by 2030. 	<p>Mitigation</p> <ul style="list-style-type: none"> Clear timelines for decision making and implementation communicated to all stakeholders through a Staged Transition Plan Provision of funding has been made for legal expertise and guidance throughout the process Ability to operate as the current entity until the transition is complete. Winding up will not begin until such time as the new entity is established and operational.
<p>Member Council specific obligations are not considered</p> <ul style="list-style-type: none"> Occupancy of building assets <p>Policies and procedures (procurement, competitive neutrality, etc.)</p>	<p>1 - Tolerable</p> <ul style="list-style-type: none"> Risk unlikely to occur little or no lasting effect 	<p>Mitigation</p> <ul style="list-style-type: none"> Maintain policy and procedures in line with Member Council expectations Audit and Risk Advisory Committee and the Board oversight
<p>Strategies, service plans and goals not aligned with Member Councils</p> <ul style="list-style-type: none"> Library Strategies Action/Service Plans <p>Ineffective planning and delivery</p>	<p>0 - Acceptable</p> <p>Risk very unlikely to occur</p>	<p>Mitigation</p> <ul style="list-style-type: none"> Community and stakeholder engagement and consultation Corporates Plans and annual reports reviewed and approved by the Board. Quarterly reporting to Board on achievements and service delivery. Proven long-term track record of delivering library services at a high standard and an ongoing commitment to align with member Council plans and priorities.

Compliance Risks

Key Risk	Risk Rating	Measures/Assurances
Setting up the Beneficial Enterprise and transfer of business is not conducted according to the Local Government Act 2020	2 – Unacceptable <ul style="list-style-type: none"> • Risk unlikely to occur • Could result in legal compliance issues 	Mitigation <ul style="list-style-type: none"> • Legal advice and implementation by expert legal firms • Accounting expertise will also be retained through the process of business transfer and setting up finance. • Member Council due diligence in accordance with the Local Government Act, section 111 has been undertaken.
In the case of moving to a Not for Profit Company Limited by Guarantee, the Corporations Act regulatory obligations and Australian Securities and Investments Commission (ASIC) requirements are not identified or met.	0 - Acceptable <ul style="list-style-type: none"> • Risk very unlikely to occur • The impact would result in resubmitting work or a lengthier process in transitioning. 	Mitigation <ul style="list-style-type: none"> • Legal advice and project management by expert legal firm • Training for Directors and Senior Officers on Corporations and Charities • Registration of new board members as Directors.
Reporting and other requirements of Australian Charities and Not-for-Profits Commission not identified or met.	0 - Acceptable <ul style="list-style-type: none"> • Risk very unlikely to occur • The impact would have the potential for delaying reporting or production of appropriate data to regulatory bodies. 	Mitigation <ul style="list-style-type: none"> • Legal advice and support throughout the first twelve months of operation to ensure all key milestones and reporting requirements are met. • Training for Directors and Senior Officers on Corporations and Charities

<p>GLC policies affecting Members, Users, etc. are removed- i.e. the Regional Library Agreement and Service and Funding Agreement are removed.</p> <p>Council control or management of a new entity is diminished.</p>	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur Little or no effect given the checks and measures of the Local Government Act requirements and proposed mitigation actions. 	<p>Mitigation</p> <ul style="list-style-type: none"> • An initial Omnibus By-Law that indicates that all the existing policies and regulations of the previous corporation in relation to library members and users will apply to the new entity. • A review of all existing memberships and user policies over time to reflect the new entity. • The transfer of all conditions currently within the Regional Library Agreement and Service and Funding Agreement are made to a new constitution and a library service agreement. These documents would be developed using legal consultants with each Council able to undertake any independent analysis of proposed documents.
<p>Implications around Competitive Neutrality Policy, in the case of a beneficial enterprise being established.</p>	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur given a commitment to best value. • Minor financial impact – easily rectified by member Councils stipulating requirements for competitive neutrality. 	<p>Mitigation</p> <ul style="list-style-type: none"> • Transfer of Business agreement clearly outlines the use of council buildings or lease arrangements. • Member Council Procurement Policies to include a clause specific to Beneficial Enterprises • Any collective to be established within the parameters of the Beneficial Enterprise Sections of the Local Government Act.
<p>Unidentified Member Council policies impacting or conflicting with operations.</p>	<p>1 - Tolerable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • little or no lasting effect given capacity to review through Board processes. 	<p>Mitigation</p> <ul style="list-style-type: none"> • Review and update operational practices to reflect local government best practice. • Ensure clarity on policies that have Board review status.

Financial Risks

(see also the report on the financial implications and risks associated with the proposed restructure of ERL)

Key Risk	Risk Rating	Measures/Assurances
Member Councils' liability in the event of a winding-up	0 - Acceptable <ul style="list-style-type: none"> Risk unlikely to occur Little or no effect 	<ul style="list-style-type: none"> Collective approach will allow for division of assets and GLC has significant funds available (\$2,000,000) for employee commitments (LSL and defined benefits) as well as unrestricted cash of a further \$2,000,000. The collective model may well be a Not For Profit company limited by guarantee where each Member's guarantee is \$1.
Member Council contributions/funding uncertainty	2 – Unacceptable <ul style="list-style-type: none"> Risk unlikely to occur Could result in major impacts on service delivery 	<ul style="list-style-type: none"> Funding arrangements clearly prescribed and agreed to in the transfer of business agreement and new service agreement. Annual budget adopted accordingly by the Board. Members agree to an annual increase calculated each year based on budget requirements and economic conditions.
Loss of alternative revenue streams <ul style="list-style-type: none"> Grants Subsidies Sponsorships Fee for Service 	1 - Tolerable <ul style="list-style-type: none"> Risk unlikely to occur Could have impact on costs or eligibility for funding grants if Government is not coordinated in their recognition of a beneficial enterprise. 	Mitigation Maintain and expand opportunities through: <ul style="list-style-type: none"> Not-for-Profit status by registering as a charity (ACNC) Register Deductible Gift Recipient (DGR) status as a Public Library Service Continue to operate as a collective under the Local Government Act to continue qualifying for appropriate grants.
Maintaining Member Councils <ul style="list-style-type: none"> Equity Percentage Ownership 	0 - Acceptable <ul style="list-style-type: none"> Risk unlikely to occur Little or no effect 	Mitigation <ul style="list-style-type: none"> Using legal consultancy to develop documentation will ensure that the Member Councils' equity and percentage ownership is maintained as per current arrangements. Each Council will have the opportunity to scrutinise the proposed approach and seek independent legal advice. Initial legal advice is funded through GLC at no additional cost to Councils.

<p>Inability to gain new Beneficial Enterprise members or provide fee for service</p> <ul style="list-style-type: none"> • Constitution restricts new Members • The new collective approach is not seen as best value. 	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Little or no effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • Clauses in the constitution accommodate New Members and fees for services. • Develop options to provide Membership types or Fee for Service options. • Proven track record of delivering best values services in the State for current Member Councils with no immediate need to extend services to improve financial position or service levels.
<p>Ineffective financial control</p> <ul style="list-style-type: none"> • Ineffective budget management • Insufficient oversight of finances 	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Little or no effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • Budget reviewed and approved by the Board annually. • Oversight of budget and finances through the Finance Sub-Committee. • At least Quarterly Budget reports to Board. • Annual Audits (VAGO).
<p>Insufficient funds for winding up GLC</p>	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Little or no effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • The Corporation holds extensive unrestricted cash assets and is in a very healthy position to wind up, with funds available to meet all expected liabilities. • The Corporation is able to meet all its liabilities, statutory or otherwise, including all short and long-term employee benefits.

Operational Risks

Key Risk	Risk Rating	Measures/Assurances
Dilution of services to our communities	0 - Acceptable <ul style="list-style-type: none"> • Risk very unlikely to occur • Could have service implications 	Mitigation <ul style="list-style-type: none"> • Community and stakeholder engagement and consultation • Library plans and annual reports reviewed and approved by the Board. • Quarterly reporting to Board on achievements and service delivery • Proven long-term track record of delivering high standards of library services in an efficient environment.
Conflict between Members, Member Representatives, Directors of the Company	2 – Unacceptable <ul style="list-style-type: none"> • Risk unlikely to occur • Could result in major impacts on service delivery 	Mitigation <ul style="list-style-type: none"> • Specific governance and decision-making structure established with legal consultation and agreed to by all member Councils. • Dispute resolution processes and escalation points in the Constitution to ensure negotiation pathways.
Board of Directors lack the diversity and specific skills required for the company	2 – Unacceptable <ul style="list-style-type: none"> • Risk unlikely to occur • Could result in major impacts on governance 	Mitigation <ul style="list-style-type: none"> • Specific training for appointed directors to cover key requirements and obligations. • The constitution allows for additional external directors. • Clear terms of appointments, eligibility for reappointments in the Constitution. • Ability for Members to appoint and terminate Directors as required.

<p>Industrial relations</p> <ul style="list-style-type: none"> • Transfer of staff to the new entity • Enterprise agreement • Redundancies 	<p>2 – Unacceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Could result in major impacts to service delivery and costs 	<p>Mitigation</p> <ul style="list-style-type: none"> • Received legal advice that the change does not trigger eligibility for redundancies if employment conditions are maintained. • Clause added to the new EA negotiation to make it explicitly clear for staff. • Clear communication to staff and ASU as transfer process is developed.
<p>Voiding current contracts and other agreements (e.g. IT service provider etc.)</p>	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk very unlikely to occur • Could have service implications 	<p>Mitigation</p> <ul style="list-style-type: none"> • Agreements and contracts will be developed to have a clause that covers our successor entities or transfers of business. • These contracts will be identified, and appropriate negotiations put in place to include any new entity as a party and ultimately remove GLC as the Corporation winds up.
<p>Continuity of ICT systems</p> <ul style="list-style-type: none"> • Library Management System • Internet Service Providers • Etc. 	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk very unlikely to occur • Could have service implications 	<p>Mitigation</p> <ul style="list-style-type: none"> • Assess GLC agreements and contracts with software providers to ensure clauses that covers our successor entities or transfers. • Internal infrastructure will be transferred to the new entity and managed by the new entity.
<p>General Business Operational Risks</p> <ul style="list-style-type: none"> • Occupational Health & Safety • Child Safety • Privacy and Copyrights • Fraud • Cyber security risks • Gender Equality 	<p>1 - Tolerable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • If the risk was realised, the impact could be more significant given legal requirements for many of these legislated areas. 	<p>Mitigation</p> <ul style="list-style-type: none"> • Maintain and review current business continuity plans. • Maintain cyber security strategy. • Internal Policy and procedures reflecting best practice and reviewed with the Board. • Maintain auditing and act on recommendations. • Maintain policies and action plans in key legislated areas of risk. • Periodical and systematic review of controls (policies, systems, etc.)

Environmental Risks

Key Risk	Risk Rating	Measures/Assurances
Amendments/changes to the Local Government Act 2020 or other relevant government Acts.	1 - Tolerable <ul style="list-style-type: none"> • Risk likely to occur • Little or no lasting effect 	Mitigation <ul style="list-style-type: none"> • Contribute and participate in law reform consultations through Members • Identify and plan for changes proactively as per current approaches (i.e. Gender Equality Act, Child Safety and Wellbeing Act etc.) Respond <ul style="list-style-type: none"> • Implement changes under the direction of the Board and Members that impact on any beneficial enterprise.
Rate Capping and other financial constraints outside of control	1 - Tolerable <ul style="list-style-type: none"> • Risk likely to occur • Little or no lasting effect 	Mitigation <ul style="list-style-type: none"> • Identify constraints and budget/forecast accordingly. Respond <ul style="list-style-type: none"> • Work in partnership with Member Councils to respond appropriately in managing service levels and resources.

Reputational Risks

Key Risk	Risk Rating	Measures/Assurances
Not completing the transition to the new entity	2 – Intolerable <ul style="list-style-type: none"> • Risk unlikely to occur • Could result in a negative reputation for Councils and any future entity 	Mitigation <ul style="list-style-type: none"> • Legal advice and implementation by well-established and experienced legal firms • Accounting consultants to assist with the process of business transfer and setting up finance • Member Council due diligence in accordance with the Local Government Act, section 111 • Guidance and direction from the Board, Consultants and Member Councils.
Unsatisfactory service delivery and negative backlash from the community	0 - Acceptable <ul style="list-style-type: none"> • Risk very unlikely to occur • Could have service implications 	Mitigation <ul style="list-style-type: none"> • Communications Plan developed and implemented for Community and Stakeholder engagement as the transfer occurs. • Corporate plans and annual reports reviewed and approved by the Board to ensure a smooth transition to a new entity. • Quarterly reporting to Board on achievements and service delivery. • Proven track record of delivering high standard, efficient library services.
Community objection to transition due to fear of change	1 - Tolerable <ul style="list-style-type: none"> • Risk likely to occur • Minimal lasting effect 	Mitigation <ul style="list-style-type: none"> • Clear and simple communication to the community with a developed communication plan. • Continuity of service throughout transfer of business operations. • Reduce or eliminate any operational or material differences to services and resources.



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A Public Company Limited by Guarantee

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1 Preamble

- (a) The Founding Member Councils first established the Eastern Regional Libraries Corporation (ABN 67 990 548 408) on or about 14 June 1996 by an agreement made under section 196 of the Local Government Act 1989 (Vic).
- (b) In accordance with section 330(4) of the Local Government Act 2020 (Vic), as an existing regional library, the Eastern Regional Libraries Corporation must be wound up by 1 July 2031.
- (c) Section 110(1) of the Local Government Act 2020 (Vic) allows the Founding Member Councils to become members of and participate in the formation of a corporation and appoint directors.
- (d) Therefore, on **XX /XX / 2022**, the Founding Member Councils resolved to apply section 110 of the Local Government Act 2020 (Vic) to establish the Company as a new not-for-profit, public library, registered as a company limited by guarantee under the Corporations Act.
- (e) The Founding Member Councils will record their initial contribution and transfer of assets, licences, operations and activities from the Eastern Regional Libraries Corporation to the Company under a separate agreement.

2 Name of Corporation

The name of the company is **Your Library Ltd.**

3 Status of the Constitution and replaceable rules

This is the Constitution of the Company. The provisions of the Corporations Act that apply as replaceable rules are displaced by this Constitution and accordingly do not apply to the Company.

4 Interpretation

4.1 Definitions

In this Constitution unless the contrary intention appears:

Auditor means the person appointed for the time being as the auditor of the Company.

ABN means Australian Business Number.

ACNC means the Australian Charities and Not-for-profits Commission.

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth) and includes any regulations made under the ACNC Act and any rulings or requirements of the Commissioner made under the ACNC Act having application to the Company.

ASIC means the Australian Securities and Investments Commission.

Appointed Board Member means a Director appointed pursuant to clause 18.1(b) from time to time.

Board means the Directors present at a meeting, duly convened as a Board meeting, at which a quorum is present.

Business Day means a day which is not a Saturday, Sunday or bank or public holiday in Melbourne, Victoria, Australia.

Company means **Your Library Ltd (ACN)**.

Constitution means this constitution as amended from time to time.

Corporations Act means the *Corporations Act 2001* (Cth).

Deductible Contributions mean a contribution of money or property as described in item 7 or item 8 of the table in section 30-15 of the Tax Act in relation to a fundraising event held for that purpose.

Director means a person who is a director for the time being of the Company and **Directors** means more than one Director.

Founding Member Councils means the Knox City Council, Maroondah City Council and Yarra Ranges Council.

Gifts mean gifts of money or property for the Objects of the Company.

ITAA97 means the *Income Tax Assessment Act 1997* (Cth).

Member means the Member Councils and any other body corporate who is, or who is registered as, a member of the Company.

Members mean more than one Member.

Membership means being a Member of the Company.

Member Councils means the Knox City Council, Maroondah City Council and Yarra Ranges Council, and where a subsequent Council is admitted as a Member, includes that Council.

Objects mean the objects of the Company set out in clause 5.1.

Property means any real, personal, tangible, intangible, moveable or immoveable property of any kind where ever situated including money and choses in action.

Register of Members means the register of Members maintained pursuant to the Corporations Act.

Replaceable Rules means the replaceable rules applicable to a public company limited by guarantee set out in the Corporations Act.

Representative means a body corporate or the Member Councils' representative as appointed under clause 15.

Rule means a rule, by-law or policy made by the Directors in accordance with Clause 19(e) and includes all rules, by-laws or policies previously adopted by the Eastern Regional Libraries Corporation and which become the rules, by-laws or policies of the Company at the date of incorporation of the Company.

Secretary means any person appointed for the time being as, or to perform the functions of, secretary of the Company.

Tax Act means the *Income Tax Assessment Act 1997* (Cth) and the *Income Tax Assessment Act 1936* (Cth) as appropriate.

4.2 Interpretation

In this Constitution:

- (a) the words “including”, “include” and “includes” are to be construed without limitation;
- (b) a reference to legislation is to be construed as a reference to that legislation, any subordinate legislation, regulations and instruments made under it, and that legislation and subordinate legislation, regulations and instruments, as amended, re-enacted or replaced from time to time;
- (c) a reference to a “person” includes a corporate representative appointed pursuant to section 250D of the Corporations Act;
- (d) headings are used for convenience only and are not intended to affect the interpretation of this Constitution;
- (e) a reference to a meeting includes a meeting by digital or other technology where all attendees have reasonable opportunity to participate;
- (f) a reference to a person being present in person includes an individual participating in a meeting as described in clause 4.2(e);
- (g) a reference to a person being present includes an individual participating in a meeting in person or through a Representative; and
- (h) a word or expression defined in the Corporations Act and used, but not defined, in this Constitution has the same meaning given to it in the Corporations Act when used in this Constitution.

4.3 Operation of Corporations Act

While the Company is a registered charity under the ACNC Act the provisions of the Corporations Act in Part 2G.2 and Part 2G.3¹ apply as if section 111L(1) of the Corporations Act was not enacted and if one of those provisions includes a reference to lodging documents with or notifying ASIC that requirement does not apply to the Company.

4.4 Signing

Where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions, or in any other manner approved by the Directors.

5 Objects and purpose

5.1 Objects and purpose

The Object and principal purpose of the Company is to be a charity (with charitable sub-type advancing culture) and a public library (endorsed as a deductible gift recipient under item 12.1.2 of the table of cultural organisations set out in section 30-100 of the ITAA97) pursuing the following charitable objects:

- (a) to operate a digital library, library branches and provide library services to and within the Member Councils, and to provide similar services to other Councils, Beneficial Enterprises or library corporations through a service level agreement;
- (b) provide services, resources and programs aimed at meeting the information, recreation, educational, placemaking, business, economic and cultural needs of the diverse communities of the Member Councils in an equitable, effective, efficient, responsive and forward looking manner in accordance with the values and objectives as determined by the Board;
- (c) to act as trustee and to perform and discharge the duties and functions

¹ Part 2G.2 and 2G.3 are provisions in relation to meetings of members and keeping minutes

incidental to acting as a trustee where this is incidental or conducive to the attainment of these Objects; and

- (d) to do such things as are incidental or ancillary to the attainment of these Objects.

5.2 Limitation of Powers

The Company is prohibited from making distributions to Members and paying fees (or other remuneration) to the Directors. The Secretary must approve all other payments the Company makes to Directors and provide a report on any such payments at the first available general meeting.

5.3 Non profit

The assets and income of the Company must be applied solely in furtherance of the Objects, and no portion shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to members, directors or any trustees of the Company.

5.4 Payment in good faith

Clause 5.3 does not prevent payment, directly or indirectly, in good faith to a Member:

- (a) of reasonable remuneration for services to the Company;
- (b) for goods supplied in the ordinary course of business;
- (c) of fair and reasonable interest on money borrowed from a Member at a rate not exceeding that fixed for the purposes of this clause 5.4(c) by the Company in a General Meeting;
- (d) of reasonable rent for premises let by a Member;
- (e) a contribution towards a grant or project in furtherance of the Objects and Purposes of the Company; or
- (f) in furtherance of the Objects and Purposes of the Company poses of the Company.

5.5 Conduit Policy

Any allocation of funds or property to other persons or organisations must be made in accordance with the Objects of the Company and must not be influenced by the preference of the donor.

6 Amendment of this Constitution

6.1 Amendment by Special Resolution

This Constitution may be modified or repealed only by a special resolution of the Company in a general meeting.

6.2 Date of effect of the amendment

Any modification or repeal of this Constitution takes effect on the date the special resolution is passed or any later date specified, or provided for, in the resolution.

6.3 Notification to the ACNC

The Company will notify ASIC or, if a registered charity, the ACNC (as applicable) of any modification or repeal of this Constitution within the time specified in the ACNC Act or the Corporations Act.

7 Member's Liability

7.1 Liability to contribute

Each Member during the year ending on the day of the commencement of the

winding up of the Company, undertakes to contribute to the property of the Company for:

- (a) payment of debts and liabilities of the Company;
- (b) payment of the costs, charges and expenses of winding up; and
- (c) any adjustment of the rights of the contributories among Members.

7.2 Limited liability

The amount that each Member or past Member is liable to contribute under clause 7.1 is not to exceed \$1.00.

8 Membership

8.1 Founding Members

The Founding Member Councils are the founding Members of the Company.

8.2 Categories of membership

Additional categories and classes of members, if required, may be created by a special resolution of the Members of the Company in a general meeting.

8.3 Admission as a Member

The Company may admit a body corporate as a Member where:

- (a) The applicant is eligible under clause 8.5 and makes an application to the Directors in accordance with clause 8.6;
- (b) The Board recommends that the applicant be admitted as a member to its Member Councils; and
- (c) The existing Member Councils agree in writing to admit a new Member, which such written consent to be provided once that Council has approved the admission of a new Member at a Council meeting.

8.4 Becoming a Member

Subject to the Corporations Act, a body corporate becomes a Member on the registration of that body corporate's name in the Register of Members.

8.5 Eligibility for Membership

To be eligible to be a Member, a body corporate must:

- (a) be nominated by 1 existing Member;
- (b) consent in writing to become a Member; and
- (c) agree to be bound by this Constitution.

8.6 Application for Membership

- (a) Only a body corporate satisfying the eligibility requirements for Membership may apply for Membership.
- (b) The Board may prescribe the process, information and supporting documents required for an applicant to apply for Membership and the form in which the application for Membership is to be made.
- (c) An application for Membership must:
 - (i) be in writing signed by the applicant;
 - (ii) if the Board has prescribed the form of the application for Membership, be in that prescribed form;
 - (iii) if the Board has prescribed information and supporting documents to be included as part of an application, include

the information and supporting documents, and

- (iv) be accompanied by the membership fee, if any, determined by the Directors.

8.7 Consideration for application for Membership

- (a) At the first meeting of the Board after an application for Membership has been received by the Board, the Board must consider the application and in their discretion either accept, accept subject to conditions, defer the decision to a subsequent meeting of the Board or reject the application.
- (b) If the Board accepts the application for Membership, or accepts subject to conditions, the application must be submitted to the Member Councils for consideration;
- (c) The Member Councils may only accept an application in accordance with clause 8.3(c).
- (d) The Board and the Member Councils are not required to give reasons for refusing an application for membership.

8.8 Membership fees

The Members must pay such membership fees as prescribed from time to time by the Directors.

8.9 Registration as a Member

If the Company accepts an application for Membership, as soon as practicable, the Secretary must notify the applicant of the decision and must register the name of the body corporate in the Register of Members and record any conditions imposed on that Member's Membership.

9 Rights of Members are non-transferable

The rights and obligations of a Member are specific to that body corporate and are not transferable.

10 Cessation of Membership

10.1 Cessation of Membership

A Member ceases to be a Member:

- (a) if the Member resigns as a Member in accordance with this Constitution;
- (b) if the Member is expelled as a Member in accordance with this Constitution;
- (c) if the Member is being wound up or ceasing to exist;
- (d) if the Member is placed under external administration or becomes insolvent

unless the Member Councils (but not including a Member Council whose membership is the subject of this clause) unanimously resolve for that Member to remain a Member of the Company.

10.2 Resignation of Member

A Member may resign from the Company by giving the Board at least 12 months' notice.

10.3 Termination of membership

- (a) A Member Council may recommend to the Board that the Company terminate the membership of a Member if the Member Council is of the view that the Member is not complying with its obligations as a Member of the Company.
- (b) At the first meeting of the Board after a recommendation is received to terminate a Membership, the Board must consider termination and in their discretion and subject to clause 10.3(c) either accept, accept subject to

conditions, defer until further information is provided or reject the recommendation. Any such decision must be based on one of the following substantive grounds:

- (i) the Member has failed to pay any fee that may be prescribed by the Directors from time to time within 12 months after the fee was due and payable;
 - (ii) where the Member is a Member Council, both Appointed Board Member positions for that Council have been vacant for 12 months, or no Appointed Board Members appointed by that Member Council have attended Board meetings for 12 months;
 - (iii) where the Member is a Member Council, that Member Council has failed to attend 3 consecutive general meetings of the Company;
 - (iv) the Member refuses or neglects to comply with this Constitution; or
 - (v) the Member engages in conduct which is prejudicial to the interests of the Company.
- (c) Before deciding to accept or accept subject to conditions the recommendation the Board must provide the Member whose Membership is under consideration notice of the proposed action and provide the Member with an opportunity to respond. The Board must allow the Member at least 14 days from when the Board provides the notice to respond to the notice;
- (d) If the Board decides to accept or accept subject to conditions the recommendation must be submitted to the Member Councils for consideration;
- (e) The Board's final resolution on the termination is subject to each Member Council (but not including a Member Council whose membership is the subject of this clause) agreeing in writing to terminate the Member; and
- (f) If the Member Councils (but not including a Member Council whose membership is the subject of this clause) agree in writing to terminate the Member, the Board must terminate the Membership of that Member by giving 14 days' notice of the termination to that Member.
- (g) If a dispute arises regarding the termination of a Member's membership under this clause 10.3, the dispute resolution procedure contained in clause 34 must be followed and, for the purposes of clause 34.1, written notification under clause 10.3(a) will be the notice of the dispute (as defined in clause 34.1).

11 Maintenance of Register

11.1 Register of Members

The Secretary must maintain a Register of Members setting out:

- (a) the name and address of each Member;
- (b) the date on which each person became a Member;
- (c) any conditions imposed on a Member's Membership; and
- (d) in respect of each body corporate who has ceased to be a Member, the date on which that body corporate ceased to be a Member.

11.2 Inspection of Register of Members

The Company must provide access to the Register of Members in accordance with the Corporations Act.

12 General Meetings

12.1 Annual general meetings

The Company must hold an annual general meeting:

- (a) within 6 months of incorporation; and

- (b) after the first annual general meeting, before 30 August in each calendar year.

The Board or Secretary shall convene the annual general meeting.

12.2 Business at an annual general meeting

The business of an annual general meeting may include any of the following, even if not referred to in the notice of meeting:

- (a) the consideration of the annual financial report, directors' report and auditor's report;
- (b) the appointment of the auditor; and
- (c) determination of auditor's remuneration.

12.3 Director and Chief Executive Officer convening a general meeting

Any Director or the Directors may convene a general meeting.

The Chief Executive Officer under delegation by the Board may convene a general meeting.

12.4 Meetings requested by Members

- (a) If the Board receives a request from a Member or Members with a right to vote at any general meeting the Board must convene a general meeting within 21 days after the date of receipt of that request.
- (b) The request must detail any proposed resolution, the names of the Members requesting the meeting and be signed by all of the Members making the request. For this purpose, the signatures of the Members may be contained in more than one document.
- (c) A general meeting requested by the Members must be held no later than two calendar months after the request is received.

12.5 Notice of general meeting

At least 21 days' notice of a general meeting must be given to the Members, Directors and Auditor. The notice must:

- (a) state the date, time and place (or places) of the meeting;
- (b) state the general nature of the business to be conducted at the meeting; and
- (c) state any proposed resolutions.

12.6 Shorter notice of general meeting

Subject to the Corporations Act, a shorter notice of a general meeting may be given if the calling of the notice of the general meeting on shorter notice is agreed to by all Members entitled to attend and vote at the meeting and any such general meeting will be treated as having been duly convened.

12.7 Notice of resumption of an adjourned meeting

If a general meeting is adjourned for 30 days or more, at least 30 days' notice must be given to the Members, Directors and Auditor of the day, time and place (or places) for the resumption of the adjourned general meeting.

12.8 Use of technology

A general meeting may be held in one place or two or more places. If a general meeting is held in two or more places, the Company must use technology that gives Members a reasonable opportunity to participate at that general meeting.

12.9 Postponement or cancellation of a general meeting

- (a) Subject to this Constitution and the Corporations Act, the Board may change the place (or places) of a general meeting, or postpone or cancel a general

meeting.

- (b) If a general meeting is convened pursuant to a request by Members, the Board may not postpone or cancel the general meeting without the consent of the requesting Members.

12.10 Notice of change, postponement or cancellation of a meeting

- (a) If the Directors have convened a general meeting, the Board may change the place (or places) of the general meeting, postpone or cancel the general meeting. If a Director has convened a general meeting, only the Director who convened the general meeting may change the place (or places) of the general meeting, or postpone or cancel the general meeting.
- (b) If the Board changes the place (or places) of a general meeting, notice must be given to each Member and each person entitled to receive notice of the meeting of the new place (or places) of the meeting.
- (c) If the Board postpones a general meeting, notice must be given to each Member and each other person entitled to receive notice of the new date, time and place (or places) of the meeting.
- (d) If the Board cancels a general meeting, notice must be given to each Member and each other person entitled to receive notice of general meetings.

12.11 Omission to give notice relating to a general meeting

No resolution passed at or proceedings at any general meeting will be invalid because of any unintentional omission or error in giving or not giving notice of:

- (a) that general meeting;
- (b) any change of place (or places) of that general meeting;
- (c) postponement of that general meeting, including the date, time and place (or places) for the resumption of the adjourned meeting; or
- (d) resumption of that adjourned general meeting.

13 Proceedings at general meetings

13.1 Quorum

- (a) A quorum at a general meeting is where a simple majority of Representatives of the Member Councils is present in person, but must include a Representative of each of the Member Councils. The quorum must be present at all times during the general meeting.

Lack of Quorum

- (b) If a quorum is not present within 30 minutes after the time appointed for a general meeting (or any longer period of time as the chair may allow) or ceases to be present at any time during the general meeting, the general meeting:
 - (i) if convened by a Director or on the request of Members, is dissolved; or
 - (ii) in any other case:
 - (A) is adjourned to be resumed on a day, time and place (or places) as the chair determines or if the chair is not present as the Directors or Director at the meeting may determine; or
 - (B) if the Directors do not so determine, no Director is present or no Director present so determines:

(1) the date for the resumption of the adjourned general

meeting will be on the same day in the next week;

- (2) the time for the resumption of the adjourned general meeting will be at the same time as the adjourned meeting; and
 - (3) the place (or places) for the resumption of the adjourned general meeting will be at the same place (or places) as the adjourned meeting.
- (c) If a quorum is not present within 30 minutes after the time appointed for the resumption of the adjourned general meeting or ceases to be present during the meeting, the general meeting is dissolved.

13.2 Chairing general meetings

- (a) The chair of the general meeting will be the Director elected for the time being as chair of the Board meetings.
- (b) If the chair is not present within 15 minutes after the time appointed for any general meeting or if the chair is unwilling or unable to act as chair for the whole or any part of that general meeting, the Directors present may elect a Director present to chair that general meeting.
- (c) If no Director is elected or if all the Directors present decline to take the chair for the whole or any part of that general meeting, or the Members present otherwise determine that they wish to appoint a different person as chair, the Members present may elect a Member present (in person) to chair for the whole or any part of that general meeting. If the Members do not so elect a chair, the meeting will be adjourned to be resumed on the same day, at the same time and the same place (or places) in the following week.

13.3 Conduct of general meetings

The chair of each general meeting has charge of the conduct of that meeting, including the procedures to be adopted and the application of those procedures at that meeting.

13.4 Adjournment

- (a) The chair of a general meeting may adjourn the meeting to another date, time and place (or places) if it appears to the chair that it is likely to be impracticable to hold or to continue to hold the meeting because of the number of Members who wish to attend but who are not present.
- (b) If a majority of Members present at a general meeting in person or by proxy determine that the meeting should be adjourned, the chair must adjourn the meeting to another date, time and place (or places) determined by the chair.
- (c) No business may be transacted on the resumption of an adjourned or postponed general meeting other than the business referred to in the notice convening the adjourned or postponed general meeting.

14 Proxy

A Member must not appoint a proxy to attend a general meeting or vote on their behalf.

15 Body Corporate Representative

15.1 Appointment of a Corporate Representative

- (a) Each Member must appoint at least one (1), and up to two (2), natural persons as its Representative(s) to exercise on its behalf any or all of the powers it may exercise:
 - (i) at meetings of the Members;
 - (ii) at meetings of creditors or debenture holders; or

- (iii) relating to resolutions to be passed without meetings.
- (b) In the event that a Member does not appoint any Representative, the Director(s) appointed by that Member shall be deemed to be the Member's Representative(s).
- (c) Where a Member appoints two (2) Representatives, the Representatives will have one collective vote and must vote as a block. In the event of a division between the Representatives of a Member with respect to any resolution, the vote of that Member will be in the negative.
- (d) The appointment of a Representative may be a standing one.

15.2 Authority to act as a Representative

- (a) An appointment of a Representative must be in writing and be signed by the body corporate or the Member Council appointing the Representative and state:
 - (i) the Member's or Member Council's name and address, or
 - (ii) the Company's name;
 - (iii) the Representative's name or the name of the office held by the Representative; and
 - (iv) the general meeting at which the Representative may act, or if the appointment is a standing one, a clear statement to that effect.
- (b) The instrument appointing the Representative may specify the manner in which the Representative(s) must vote on any particular resolution and may restrict the exercise of any power.
- (c) The Company may rely on an instrument appointing a Representative as definitive evidence that the Representative has been validly appointed in accordance with the rules and procedures of that Member for the making of such an appointment.

15.3 Instrument to be received by the Company

- (a) An instrument purporting to appoint the Representative is not valid unless it is received by the Company at least 48 hours before the general meeting or, in the case of an adjourned meeting, at least 48 hours before the resumption of an adjourned general meeting.
- (b) An instrument appointing a Representative must be received by the Company at any of the following:
 - (i) the registered office; or
 - (ii) a place or electronic address specified for that purpose in the notice of the general meeting.

15.4 Revocation of appointment of Representative

The appointment of a Representative may be revoked by the Member who appointed the Representative by notice to the Company from the Member stating that the appointment of the Representative is revoked or by appointing a new Representative.

16 Voting

16.1 Entitlement to vote

Each Member entitled to vote at a general meeting may vote in person through their Representative(s). Each Member has one vote, whether on a show of hands, or a poll.

16.2 No Casting vote

If there is an equality of votes, either on a show of hands or on a poll, then the chairperson of the meeting is not entitled to a casting vote in addition to any votes

to which the chairperson is entitled as a Member or Representative, and consequently, the resolution fails.

16.3 Voting on resolution

At any general meeting, a resolution put to a vote must be determined by a show of hands unless a poll is demanded in accordance with this Constitution. A resolution is taken to be carried if a simple majority of the votes cast on the resolution are in favour of it.

16.4 Objection to right to vote

- (a) A challenge to a right to vote at a general meeting:
 - (i) may only be made at that general meeting; and
 - (ii) must be determined by the chair.
- (b) A determination made by the chair in relation to a challenge to a right to vote is binding on all Members and is final.

16.5 Written resolutions

Members may pass a resolution without a general meeting being held if all the Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. For this purpose, signatures of the Members may be contained in more than one document and a signature includes an electronic signature.

16.6 Minutes

- (a) Unless a poll is demanded in accordance with this Constitution, a declaration by the chair that a resolution has, on a show of hands, been:
 - (i) carried;
 - (ii) carried unanimously;
 - (iii) carried by a particular majority; or
 - (iv) lost or not carried by a particular majority,is conclusive evidence of the fact declared. An entry to that effect made in the minutes book of the Company and the minutes are adopted at the next general meeting is evidence of that fact unless the contrary is proved.
- (b) After each general meeting, the Directors must record or cause to be recorded in the minutes book:
 - (v) the proceedings and resolutions of each general meeting;
 - (vi) any declarations at each general meeting; and
 - (vii) all resolutions passed by Members without a general meeting.
- (c) The chair, or the chair of the next meeting, must sign the minutes within one month after the general meeting.
- (d) The minute books must be kept electronically at the registered office and distributed to the Directors electronically within three months after each general meeting.
- (e) Members may inspect the minute books electronically at any time on the Company's Intranet. No amount may be charged for inspection.

16.7 Disputes to be resolved by the chair

The chair will determine any dispute in relation to any vote, and the determination of the chair is binding on all Members and is final.

17 Poll

17.1 Chair may determine to take a poll

The chair of a general meeting may determine that a poll be taken on any resolution.

17.2 Right to demand a poll

A poll may be demanded on any resolution at a general meeting other than the election of a chair or the question of an adjournment by any Member present at the meeting.

17.3 Procedure for demanding a poll

- (a) A poll may be demanded:
 - (i) before a vote on a show of hands is taken;
 - (ii) before the result of a vote on a show of hands is declared; or
 - (iii) immediately after the result of a vote on a show of hands is declared.
- (b) If a poll is demanded on the election of a chair or the question of an adjournment, it must be taken immediately. If a poll is demanded on any other matter, it may be taken in the manner and at the time and place (or places) as the chair directs.
- (c) Other than where a poll is demanded on the election of a chair or the question of an adjournment, a demand for a poll may be withdrawn at any time by the person or persons who demanded it. A demand for a poll which is withdrawn does not invalidate the result of a show of hands declared before the demand for the poll was made.
- (d) Other than where a poll is demanded on the election of a chair or the question of an adjournment, a demand for a poll does not prevent the general meeting from continuing for the transaction of any business.

18 Appointment and removal of Directors

18.1 Number and Composition of Directors

- (a) The Company must have six (6) Directors upon its incorporation.
- (b) The Directors shall consist of two (2) Board Members appointed by each of the Member Councils (Appointed Board Member).
- (c) Once appointed, the Appointed Board Member holds office in accordance with clause 18.4.
- (d) The Member Councils who have nominated an Appointed Board Member may withdraw their nomination at any time if the person so nominated no longer holds office with that Member Council or is no longer suitable to be nominated as the Appointed Board Member.
- (e) If an Appointed Board Member is unable to be present at a Board meeting, the Board shall allow a Senior Executive Officer of the Member Council that appointed Board Member to attend the Board meeting in the place of the absent Appointed Board Member. The Senior Executive Officer shall not have a vote and does not have the powers of a director.

18.2 Retirement or Vacancy

The Company may, at a General Meeting at which:

- (a) a Director retires or otherwise vacates office; or
- (b) a Director vacancy exists by operation of clause 18.7 or otherwise,

- (c) request that the Board seeks a new nomination from the Member Council for an Appointed Board Member in accordance with clause 18.1.

18.3 Qualifications of Directors

- (a) To be eligible for the office of Director a person must consent in writing to act as a Director.
- (b) In the event that it is required under a law, regulation or guideline applicable to the Company, the Company must ensure that a majority of the Directors are persons who have the requisite level or degree of responsibility to the general public.

18.4 Terms and retirement of Directors

- (a) Subject to clause 18.5, Directors are elected for terms of two (2) years.
- (b) At each Annual General Meeting, any Director who has held office for two (2) years or more since last being elected, must retire from office but subject to clauses 18.2 and 18.5 is eligible for reappointment. A retiring Director holds office until the conclusion of the meeting at which that Director retires.
- (c) The Members may by ordinary resolution increase or decrease the period of time for which a Director holds office under clause 18.4(a).
- (d) The Members may by ordinary resolution remove any Director before the expiration of that Director's period of office, and may then request that the Board seek a new nomination from the Member Council for an Appointed Board Member in accordance with clause 18.1.

18.5 Reappointment of Directors

Directors are entitled to seek reappointment as Directors provided that they are still nominated by the Member Councils as their Appointed Board Member and the Director's period of continuous service to the Company does not exceed a period of eight (8) years unless the Members, by ordinary resolution in General Meeting or unanimous written resolution, elect to waive this requirement for a particular Director.

18.6 Casual vacancy or additional Director

- (a) The Directors may at any time request a new nomination from the Member Council for an Appointed Board Member in accordance with clause 18.1 either to fill a casual vacancy or as an addition to the existing Directors, provided the total number of Directors does not exceed the maximum number of Directors appointed by that Member Council set out in clause 18.1(b).
- (b) A Director appointed under clause 18.6(a) holds office until the conclusion of the next Annual General Meeting of the Company but is eligible for appointment at that meeting.

18.7 Vacation of office of Director

In addition to the circumstances in which the office of a Director becomes vacant under the Corporations Act, a person ceases to be a Director and the office of Director is vacated if the person:

- (a) is removed from office as a Director by a resolution of the Company at a general meeting;
- (b) ceases to be eligible under clause 18.3;
- (c) resigns as a Director by notice in writing to the Company;
- (d) is no longer nominated by the Member Council as its Appointed Board Member under clause 18.1(d).
- (e) if the person is subject to assessment or treatment under any mental health law and the Board resolves that the person should cease to be a Director;
- (f) dies;

- (g) is disqualified from acting as a Director under the Corporations Act;
- (h) is absent from Board meetings for a continuous period of six months without leave of absence from the Board.

19 Powers and duties of Board

- (a) The primary objective of the Board is to achieve the best library service outcomes for the communities of the Member Councils within the context of each of the Member Councils' available resources and competing demands. These outcomes include the provision of resources and programs aimed at meeting the information, recreation, educational, placemaking, business, economic and cultural needs of the diverse communities of the Members in an equitable, effective, efficient, responsive and forward looking manner in accordance with the values and objectives as determined by the Board
- (b) Subject to this Constitution and the Corporations Act, the activities of the Company are to be managed by, or under the direction of, the Board.
- (c) Subject to this Constitution and the Corporations Act, the Board may exercise all powers of the Company that are not required to be exercised by the Company in a general meeting.
- (d) The powers of the Board include the power to:
 - (i) borrow or otherwise raise money;
 - (ii) mortgage, charge (including in the form of a floating charge) any of the Company's assets (both present and future); and
 - (iii) issue debentures and other securities, and any instrument (including any bond).
- (e) Subject to this Constitution, the Directors may from time to time by resolution make and rescind or alter Rules which are binding on the Members for the management and conduct of the business of the Company.
- (f) The rules, by-laws or policies previously adopted by the Eastern Regional Libraries Corporation become the rules, by-laws or policies of the Company at the date of incorporation of the Company.

20 ACNC governance standards

The Company and each Director must comply with the duties described in governance standard 5 as set out in the regulations made under the ACNC Act and such other obligations as apply under the ACNC Act and the Corporations Act from time to time.

21 Delegation

- (a) The Board may delegate any of its powers to:
 - (i) a Director;
 - (ii) a committee in accordance with clause 22;
 - (iii) an employee of the Company; or
 - (iv) any other person.
- (b) The power may be delegated for such time as determined by the Directors and the Directors may at any time revoke or vary the delegation.
- (c) The delegate must exercise the powers delegated in accordance with any directions of the Directors, and the exercise of the power by the delegate is as effective as if the Directors had exercised it.
- (d) The Directors may continue to exercise any power they have delegated.

22 Committees

22.1 Delegation to committees

- (a) The Directors may delegate any of their powers, to a committee which may consist of one or more Directors and such other persons as they think fit.
- (b) A committee to which any powers have been delegated under clause 22.1(a) must exercise those powers in accordance with any directions of the Directors. A power so exercised is taken to have been exercised by the Directors.
- (c) Notwithstanding any delegation of authority under this clause 22.1, the Directors remain responsible for any decisions of a committee appointed by them and must ensure that the committee exercises its powers appropriately.

22.2 Meetings of committees

A committee may meet and adjourn as it thinks proper.

22.3 Chairperson of a committee

The members of a committee may elect one of their number as chairperson of their meetings. If a meeting of a committee is held and:

- (a) a chairperson has not been elected; or
- (b) the chairperson is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act;

then the committee members involved may elect one of their number to be chairperson of the meeting.

22.4 Determination of questions

- (a) Questions arising at a meeting of a committee are to be determined by a majority of votes of the members present and voting.
- (b) In the event of an equality of votes, the chairperson of the meeting does not have a casting vote.

23 Negotiable instruments

All negotiable instruments and all receipts for money paid to the Company must be signed, drawn, accepted, endorsed or otherwise executed in such manner as the Board may determine.

24 Remuneration and reimbursement for expenses

24.1 Remuneration of Director

The Company must not pay and a Director is not entitled to receive any fee (or other remuneration) from the Company for services performed as a Director.

24.2 Reimbursement of expenses

Directors are entitled to be reimbursed by the Company for reasonable costs and expenses incurred or to be incurred in connection with attendance at meetings of the Board and committees of the Board, if approved by the Board.

25 Board meetings

25.1 Convening meetings

- (a) In the ordinary course, the Chief Executive Officer will convene Board meetings in accordance with the determinations of the Board.
- (b) A Director may at any time convene a Board meeting by notice to the other Directors.

25.2 Notice of meetings

- (a) Reasonable notice of each Board meeting must be given to the Directors entitled to receive a notice (if any).
- (b) Each notice must state:
 - (i) the date, time and place (or places) of the Board meeting;
 - (ii) the general nature of the business to be conducted at the Board meeting; and
 - (iii) any proposed resolutions.

25.3 Omission to give notice

No resolution passed at or proceedings at any Board meeting will be invalid because of any unintentional omission or error in giving or not giving notice of:

- (a) that Board meeting;
- (b) any change of place (or places) of that Board meeting;
- (c) postponement of that Board meeting; or
- (d) resumption of that adjourned Board meeting.

25.4 Use of technology

A Board meeting may be held in one, two or more places using such technology as determined by the Board and set out in the notice. The Board must use technology that gives Directors a reasonable opportunity to participate at that Board meeting. The clauses relating to meetings of Directors apply to each such meeting in the usual manner.

25.5 Quorum at meetings

- (a) A quorum at a Board meeting is where each Member Council has at least one Appointed Board Member present in person. The quorum must be present at all times during the Board meeting.
- (b) However, the quorum requirement shall not apply with respect to the Appointed Board Member(s) of a particular Member Council where that Appointed Board Member(s) have failed to attend the prior two Board meetings, provided that after each Board meeting the Company advised the Member in writing that its Appointed Board Member(s) failed to attend the Board meeting.

25.6 Chair of meetings

- (a) At the first Board meeting a chair and deputy chair will be elected from the Directors present in person.
- (b) Subject to a vote of the Board to the contrary:
 - (i) The chair and deputy chair of the Board shall be held on an annual rotational basis;
 - (ii) A chair and deputy chair shall serve for the duration of a calendar year; and
 - (iii) At the first Board meeting of a new calendar year, a new chair and deputy chair shall be elected from the Directors appointed by the Member whose turn it is to hold the chair and deputy chair.
- (c) The Directors may elect a Director to chair a Board meeting by a majority vote.
- (d) If the chair is not present within 15 minutes after the time appointed for a Board meeting or if the chair is unwilling or unable to act as chair for the whole

or any part of that Board meeting, the Directors present may elect a Director present to chair that Board meeting.

25.7 Passing resolutions at meetings

- (a) A resolution of the Board must be passed by a majority of the votes cast by the Directors entitled to vote on the resolution.
- (b) Each Director present in person is entitled to vote and has one vote.

25.8 No Casting vote

If on any resolution an equal number of votes is cast for and against a resolution, the chair does not have a casting vote in addition to any vote cast by the chair as a Director and subsequently, the resolution is lost.

25.9 Conduct of meetings

The chair of each Board meeting has charge of the conduct of that meeting, of the procedures to be adopted and the application of those procedures at that meeting.

25.10 Written resolutions

The Board may pass a resolution without a Board meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. For this purpose, signatures can be contained in more than one document, with each document to be identical to each other document and a signature can be an electronic signature.

25.11 Minutes of meetings

- (a) Within three months after each Board meeting, the Directors must record or cause to be recorded in the minute books:
 - (i) the proceedings and resolutions of each Board meeting; and
 - (ii) all resolutions passed without a Board meeting.
- (b) The chair, or the chair of the next Board meeting, must sign the minutes within three months after the meeting.
- (c) The minute books must be kept at the registered office.
- (d) The Directors may inspect the minute books between the hours of
- (e) 9.00 am and 5.00 pm on any Business Day. No amount may be charged for inspection.

26 Director's conflict of interests

26.1 Declaration of interest

- (a) Any Director who has a material personal interest in a contract or proposed contract of the Company, holds any office or owns any property such that the Director might have duties or interests which conflict or may conflict either directly or indirectly with the Director's duties or interests as a Director, must give the Board notice of the interest at a Board meeting.
- (b) A notice of a material personal interest must set out:
 - (i) the nature and extent of the interest; and
 - (ii) the relation of the interest to the affairs of the Company.
- (c) The notice must be provided to the Board at a Board meeting as soon as practicable.

26.2 Voting by interested Directors

A Director who has a material personal interest in a matter that is being considered at a Board meeting must not:

- (a) vote on the matter at a meeting; or
- (b) be present while the matter is being considered at the meeting, and accordingly will not count for the purposes of determining whether there is a quorum.

27 Appointment of Secretary and Chief Executive Officer

27.1 Secretary

- (a) The Company must have at least one Secretary. The Board has the power to appoint a natural person to act as secretary on the terms and for such period as the Board may determine.
- (b) Any Secretary appointed may be removed at any time by the Board.

27.2 Chief Executive Officer

- (a) The Directors may appoint a Chief Executive Officer on such terms and conditions (including as to remuneration) as they consider appropriate.
- (b) The Directors may delegate any of their powers to the Chief Executive Officer:
 - (i) on the terms and subject to any restrictions they decide; and
 - (ii) so as to be concurrent with, or to the exclusion of, the powers of the Board,and may revoke the delegation at any time.
- (c) The Chief Executive Officer may be invited to attend all meetings of the Directors, but may not hold the office of a Director and is not entitled to vote.

28 Removal and remuneration of Auditor

28.1 Appointment of Auditor

An Auditor will be appointed by the Company at a general meeting for a period not exceeding four years from the date that the Auditor provided a request for quote.

28.2 Remuneration of Auditor

The remuneration of the Auditor may be determined by the Company at a general meeting. If the remuneration is not determined at a general meeting, it may be determined by the Directors at a Board meeting.

28.3 Removal of Auditor

- (a) Subject to the Corporations Act, the Company may remove an Auditor by resolution at a general meeting.

Note: the Corporations Act requires 2 months' notice to be provided to remove an Auditor.

28.4 Auditor's attendance at general meetings

The Auditor must be notified of, and may attend, any general meeting and any Audit or Risk Advisory Committee meeting. The Auditor is entitled to be heard at any general meeting or Audit and Risk Advisory Committee it attends on any part of the business of the general meeting which concerns the Auditor.

29 Execution of documents

Documents executed for and on behalf of the Company must be executed by:

- (a) Directors;

- (b) a Director and the Secretary; or
- (c) the Chief Executive Officer under delegation.

30 Financial records

30.1 Member's access to financial records

A Member or any other person may inspect financial or any other records of the Company where such inspection is authorised by the Board or its delegate, or required by law or by order of a court with jurisdiction.

30.2 Directors' access to financial records

Any Director may at any time access and inspect any financial and any other record of the Company, other than those protected by privacy principles, freedom of information or other legislation.

30.3 Access to financial records after ceasing to be a Director

The Board may determine that any person who is to cease or has ceased to be a Director may continue to have access to and inspect any financial record and any other record of the Company relating to the time during which the person was a Director, if required by law or by order of a court.

31 Notices

31.1 General

Any notice, statement or other communication under this Constitution must be in writing, except that any notice convening a Board meeting does not need to be in writing.

31.2 How to give a communication

In addition to any other way allowed by the Corporations Act, a notice or other communication may be given by being:

- (a) personally delivered;
- (b) left at the person's current address as recorded in the Register of Members;
- (c) sent to the person's address as recorded in the Register of Members by pre-paid ordinary mail or, if the address is outside Australia, by pre-paid airmail;
- (d) sent by email to the person's current email address for notices; or
- (e) by other electronic means.

31.3 Communications by post

A communication is given if posted:

- (a) within Australia to an Australian address, three Business Days after posting;
- (b) outside Australia or to an address outside Australia, ten Business Days after posting.

31.4 Communications by email

A communication is taken to be given if sent by email immediately on sending the email unless the sender receives a delivery failure notification indicating that the email has not been delivered to the information system of the recipient.

31.5 After hours communication

If a communication is given:

- (a) after 5.00 pm in the place of receipt; or
- (b) on a day which is a Saturday, Sunday or bank or public holiday in the place of receipt,

it is taken as having been given at 9.00 am on the next day which is not a Saturday, Sunday or bank or public holiday in that place.

32 Indemnity and insurance

32.1 Indemnity

- (a) To the extent permitted by the Corporations Act and subject to the Corporations Act, the Company may procure directors and officeholders insurance or pay any premium in respect of a contract of insurance between an insurer and a director or other officer or any person who has been a director or other officer of the Company in respect of the liability suffered or incurred in or arising out of the conduct of any activity of the Company and the proper performance by the director or other officer of any duty.
- (b) The indemnity in clause 32.1(a):
 - (i) is enforceable without the officer first having to make a payment or incur an expense;
 - (ii) is enforceable by the officer notwithstanding that the officer has ceased to be an officer of the Company; and
 - (iii) applies to any liability, loss, damage, cost or expense incurred or suffered or to be incurred or suffered by the officer, whether incurred before or after the date of this Constitution.

32.2 Documenting indemnity

The Company may enter into an agreement containing an indemnity in favour of any officer. The Board will determine the terms of the indemnity contained in the agreement.

32.3 Insurance

- (a) To the extent permitted by the Corporations Act and subject to the Corporations Act, the Company may pay any premium in respect of a contract of insurance between an insurer and an officer or any person who has been an officer of the Company in respect of the liability suffered or incurred in or arising out of the conduct of any activity of the Company and the proper performance by the officer of any duty.
- (b) If the Board determines, the Company may execute a document containing rules under which the Company agrees to pay any premium in relation to such a contract of insurance.

33 Winding up and revocation

33.1 Winding up of the Company

- (a) In the case of the winding-up of the Company, any surplus assets that remain after the satisfaction of all debts and liabilities, then, subject always to clause 33.2, those surplus assets must be transferred to another organisation with charitable purposes which is not carried on for the profit or gain of its individual members.
- (b) The organisation will be determined by a special resolution of the Members at or before the time of dissolution.

33.2 Transfer of surplus assets – deductible gift recipients

- (a) Where the Company has been endorsed as a deductible gift recipient under Subdivision 30 BA of the Tax Act, either as an entity or in relation to a fund or an institution it operates, then where:
 - (i) the Company is wound up;
 - (ii) the fund or institution is wound up; or

- (iii) the endorsement under Subdivision 30 BA of the Tax Act is revoked;
- (b) any surplus:
 - (i) Gifts;
 - (ii) Deductible Contributions; and
 - (iii) money received by the Company because of such Gifts or Deductible Contributions,

remaining after payment of all liabilities must be transferred to one or more organisations, funds or institutions that comply with clause 33.1 and are deductible gift recipients.

34 Dispute resolution

34.1 Handling a dispute

Where there is a dispute, grievance or another disagreement between a Member and the Company, or between a Member and a Member, whether arising out of the application of this Constitution or otherwise (**Dispute**), then the party raising the Dispute must, prior to the commencement of any proceedings in a Court or Tribunal or before any authority or board, notify the other party in writing of the nature of the Dispute, and the following must occur:

- (a) the parties must in the period of 14 days from the service of the notice of the Dispute (Initial Period) use their best endeavours to resolve the Dispute;
- (b) if the parties are unable to resolve the Dispute within the Initial Period, then the Dispute must be referred for mediation to a mediator agreed by the parties;
- (c) if the disputants are unable to agree on a mediator within 7 days of the expiration of the Initial Period, the parties may request the chairperson of the Resolution Institute to nominate a mediator to whom the Dispute will be referred;
- (d) the costs of the mediation must be shared equally between the parties; and
- (e) where:
 - (i) the party receiving the notice of the Dispute fails to attend the mediation required by clause 34.1(b);
 - (ii) the mediation has not occurred within 6 weeks of the date of the notice of the Dispute; or
 - (iii) the mediation fails to resolve the Dispute;

then the party serving the notice of Dispute will be entitled to commence any proceedings in a Court or Tribunal or before any authority or board in respect of the Dispute.

34.2 Urgent interlocutory relief

The procedure in clause 34.1 will not apply in respect of proceedings for urgent or interlocutory relief.

Schedule 1

Appointment of Representative at a General Meeting

Your Library Ltd

ACN

The Member Council: (name)
of..... (address)
being a member of the above named Company hereby appoint
..... (name)
of..... (address)
and..... (name)
of..... (address)

as our Representation to attend and vote for us on our behalf at the meeting of the members of the Company to be held on the day of 20..... and at any adjournment of that meeting.

[TO BE INSERTED IF DESIRED] This form is to be used in favour of/against the resolution (Strike out whichever is not desired)

[INSERT DETAILS OF SPECIFIC RESOLUTIONS IF DESIRED]

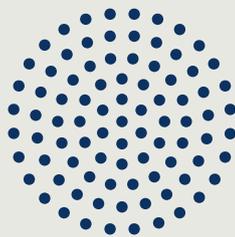
Signed:

Name:

Position:

Dated:

This notice must be returned to Your Library Ltd ACN at:
[ADDRESS/EMAIL ADDRESS/FAX No]
by [TIME] on [DATE]
[INSERT SPECIFIC DETAILS ENSURING THAT THE TIME IS 48 HOURS BEFORE THE TIME FOR THE MEETING]



INDIVIDUAL

General duties of directors

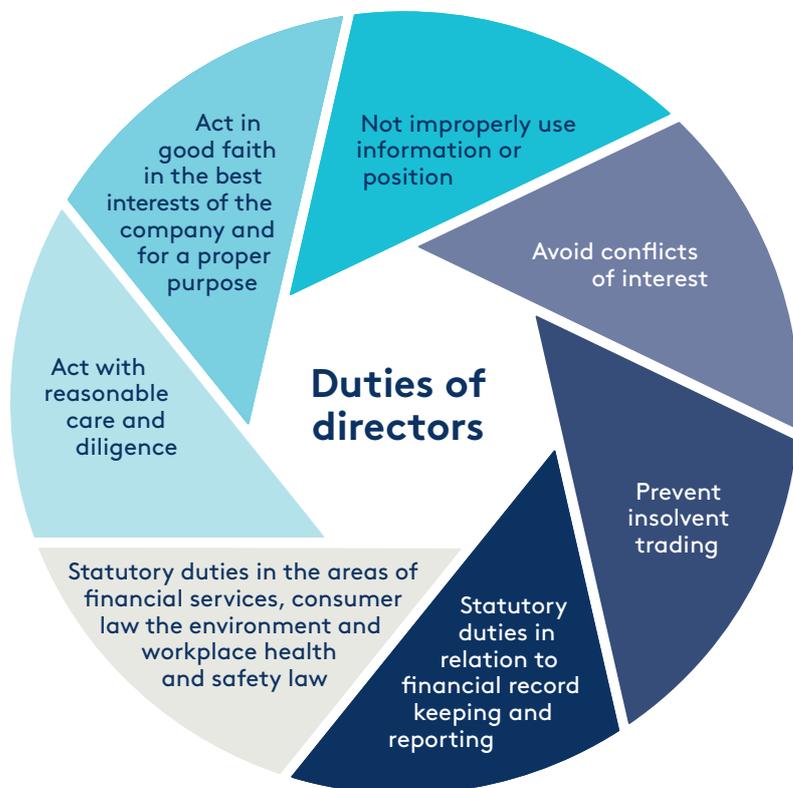
Boards of directors are responsible for the overall governance and strategic direction of an organisation. They provide “overall superintendence”¹ of a company, overseeing both performance and compliance in accordance with the organisation’s purpose and objectives.

The relationship between a director and a company is fiduciary in nature, meaning that a director undertakes to act in the interests of the company and not in his or her own interests.

The overriding duty of a fiduciary is the obligation of undivided loyalty. This obliges the director to act honestly, in good faith and to the best of his or her ability in the company’s interests. A director must not allow conflicting interests or personal advantages to override the company’s interests. Nor should a director participate in deliberations of the board if the director has personal interests or duties that may conflict with those of the company. The company to which the director has been appointed must always come first.

While boards are often said to make collegiate decisions for which they take collegiate responsibility, the law imposes individual duties on directors.

This document provides an overview of core legal duties that apply to directors under the *Corporations Act 2001* (Cth) (Corporations Act) and common law, and touches on other statutory duties, but is not exhaustive.



¹ In the Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry (Banking Royal Commission), Commissioner Hayne reaffirmed that the role of a board is “overall superintendence of the company, not its day to day management”. Refer to K M Hayne, 2019, *Final Report Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry, Volume 1*, Commonwealth of Australia, p 398, <https://www.royalcommission.gov.au/sites/default/files/2019-02/frsc-volume-1-final-report.pdf>, (accessed 10 March 2020).

Who are considered to be directors?

A director includes:

- a person validly appointed as a director or an alternate director;
- a person who, even though not validly appointed as a director, acts in the position of a director (also known as a 'de facto director'); and
- a person about whom, even though not validly appointed as a director, the directors are accustomed to act in accordance with that person's instructions or wishes (also known as a 'shadow director').

It is important to remember that directors' duties apply to a person who exercises directors' power and control in the company even if they may not be validly appointed.

What are the core directors' duties?

Directors are subject to a range of legal duties including those outlined below. The core duties contained in sections 180-183 of the Corporations Act largely codify the common law on directors' duties.

Act with care and diligence²

Directors must exercise their powers and discharge their duties with the degree of care and diligence that a reasonable person would exercise if he or she were a director in the company's circumstances and had the same responsibilities of that director.

Whether a director has exercised a reasonable degree of care and diligence is determined by balancing the foreseeable risk of harm against the potential benefits that could reasonably have been expected to flow to the company from the conduct in question.³

In making decisions, directors must apply an enquiring mind, consider the overall position of the company, test information put before them by management and proactively consider what other information they require.

In practice, the duty requires each director to:

- become familiar (and maintain familiarity) with the fundamentals of the business or businesses of the organisation;
- stay informed and make appropriate inquiries about the organisation's activities;
- monitor, generally, the organisation's affairs and policies;
- maintain familiarity with the organisation's financial status by appropriate means, including review of its financial statements and board papers and make further inquiries into matters revealed by those documents where appropriate;⁴ and
- have an informed opinion of the organisation's financial capacity and solvency.

The business judgment rule provides a defence for a director in relation to an alleged breach of the duty to act with care and diligence.

What is the business judgment rule?

This rule seeks to avoid unnecessary restrictions on proper entrepreneurial activity. Section 180(2) of the Corporations Act provides that a director who makes a 'business judgment' (that is, any decision to take or not take action in respect of matters relevant to the business operations of the company) is taken to meet the care and due diligence requirements in respect of the judgment if they:

- make the judgment in good faith for a proper purpose;
- do not have a material personal interest in the subject matter of the judgment;
- inform themselves about the subject matter of the judgment to the extent they reasonably believe to be appropriate; and
- rationally believe that the judgment is in the best interests of the corporation.

It is important to note it does not apply to other duties contained in the Corporations Act.

² Section 180, *Corporations Act 2001* (Cth).

³ P Hanrahan, 2020, "The implications of the Federal Court decision on *Cassimatis v ASIC*", 1 May, Company Director, Australian Institute of Company Directors, <http://aicd.companydirectors.com.au/membership/company-director-magazine/2020-back-editions/may/the-implications-of-the-federal-court-decision-on-cassimatis-v-asic>, (accessed 10 June 2021).

⁴ This demands an ability to understand financial statements, and a basic knowledge of accounting practice and standards. Refer to S. Dianne Azoor Hughes, 2019, *Financial Fundamentals for Directors, 2nd Edition*, Australian Institute of Company Directors.

Act in good faith in the best interests of the company and for a proper purpose⁵

Directors must exercise their powers and discharge their duties in good faith in the best interests of the corporation, and for a proper purpose.

It is clear that the *corporation* (as a distinct legal and commercial entity) is the focus of this duty, and that it requires consideration of more than financial returns or profitability over a particular period.

Boards operate in a complex environment and must have sufficient flexibility to consider what the best interests of the company are in the context of specific decisions, exercising appropriate judgment. This is fundamental to the role of the board. Accordingly, directors' judgment as to what is in the best interests of the corporation, if exercised in good faith and not for irrelevant purposes, is not open to review in the courts.⁶

In practical terms, acting in a responsible and ethical manner towards stakeholders (such as customers, employees, community and the environment) is necessary for the promotion of the interests of the company and its sustainability, and builds long-term value for shareholders.

Of course, this does not mean that all stakeholders will be satisfied with every decision taken, given stakeholder interests will be diverse.

There will also be certain circumstances where the interests of specific groups may be paramount – such as the interests of creditors where the company is insolvent or approaching insolvency, or the interests of shareholders in the context of a change of control scenario.

The duty to act in the best interests of the corporation came under scrutiny in the context of the Banking Royal Commission.

In his final report, Commissioner Hayne discusses the consideration by boards of stakeholder impacts when acting in the best interests of the corporation:

“The longer the period of reference, the more likely it is that the interests of shareholders, customers, employees and all associated with any corporation will be seen as converging on the corporation’s continued long-term financial advantage. And long-term financial advantage will more likely follow if the entity conducts its business according to proper standards, treats its employees well and seeks to provide financial results to shareholders that, in the long run, are better than other investments of broadly similar risk... Regardless of the period of reference, the best interests of a company cannot be reduced to a binary choice...”⁷

Not improperly use information or position⁸

Directors must not improperly use their position, or information they obtain because they are or have been a director, to gain an advantage for themselves or someone else, or cause detriment to the company.

These prohibitions stem from a director’s fiduciary duty to prevent conflicts of interests, and the obligation to act only in the best interests of the company.

Manage conflicts of interest

Directors must avoid or appropriately manage conflicts between personal interests and the company’s best interests.⁹

The first step to managing conflicts of interest is identification. Recording conflicts of interest can help to ensure appropriate oversight and transparency.

Once a conflict has been identified, the board must decide if it can be managed, and how. For example, it may be required that the conflicted director:

- refrain from participating in any discussion about related matters;
- remove themselves from the room; or
- abstain from voting on any matter related to the conflict.

⁵ Section 181, *Corporations Act 2001* (Cth).

⁶ *United Petroleum Australia Pty Ltd v Herbert Smith Freehills* [2018] VSC 347 at [627-629]

⁷ *Ibid*, p 403.

⁸ Sections 182-183, *Corporations Act 2001* (Cth).

⁹ Organisational conflicts of interest often take on ethical decision-making dimensions. Refer to Australian Institute of Company Directors and The Ethics Centre, 2019, *Ethics in the Boardroom: A decision-making guide for directors*, Australian Institute of Company Directors.

Disclosing directors' interests

A director must disclose – to other directors of their company – the nature and extent of matters relating to the affairs of the company in which he/she has a material personal interest.¹⁰

Disclosing directors' interests is also a requirement in the context of public companies obtaining shareholder approval for related party transactions¹¹, and public companies notifying the market¹².

Prevent insolvent trading¹³

Directors have a duty to ensure that a company does not trade whilst insolvent or where they suspect it might be insolvent. Directors will be personally liable for certain debts which are incurred if:

- they are a director at the time when the company incurs the debt;
- the company is insolvent at that time, or becomes insolvent by incurring that debt; and
- at that time, there are reasonable grounds for suspecting that the company is insolvent or would become insolvent.

What is an insolvency safe harbour?¹⁴

An insolvency 'safe harbour' protection is available to directors if:

- at a particular time after a person starts to suspect a company may become or already be insolvent, he or she starts developing one or more courses of action that are reasonably likely to lead to a better outcome for the company; and
- the debt is incurred directly or indirectly in connection with that course of action and during a specified time period.

Statutory duties in relation to financial record keeping and reporting

Directors have an obligation to take reasonable steps to ensure that their company complies with its obligations under the Corporations Act in relation to the keeping of financial records and financial reporting.¹⁵

They must apply their own minds (rather than rely solely on advice) when reviewing financial statements, and they must satisfy themselves that this information is consistent with their knowledge of the company's affairs.

Provision of director information

Directors have an obligation to provide, to their organisation, certain information relating to themselves.¹⁶

In certain circumstances, directors of proprietary companies will have responsibilities to lodge information with the Australian Securities and Investments Commission (ASIC).¹⁷

Do directors have obligations under other laws?

There are a significant number of laws (federal, state and territory) under which a director can be found to be personally liable in the event of a contravention. Examples of these laws include competition and consumer law, workplace health and safety, privacy law, environmental law and taxation.

For an overview of some of the key legal, regulatory and compliance environments in which organisations operate – and accordingly, key areas requiring director oversight – refer to the AICD Director Tool *Directors' legal and regulatory environments*.¹⁸

Some specific industries also have very specialised laws (for example, aviation, financial services, schools, mining). There are also special responsibilities and directors' liabilities associated with different organisational activities such as takeovers, joint ventures and floats. If a company has operations in a foreign country, directors should also ensure their duties and responsibilities comply with and fulfil any local legislation and requirements.

¹⁰ Section 191, *Corporations Act 2001* (Cth).

¹¹ Section 208, *Corporations Act 2001* (Cth).

¹² Section 205G, *Corporations Act 2001* (Cth).

¹³ Section 588G(1), *Corporations Act 2001* (Cth).

¹⁴ Refer to the AICD Director Tool *The insolvency safe harbour*.

¹⁵ Section 344, *Corporations Act 2001* (Cth).

¹⁶ RePart 2D.5, *Corporations Act 2001* (Cth).

¹⁷ Section 188(2), *Corporations Act 2001* (Cth).

¹⁸ For practical guidance on more specific areas of regulatory oversight, also refer to AICD Director Tools: *Work health and safety*, *Modern slavery risk oversight and Data and privacy governance*.

What are the consequences of breaching directors' duties?

Criminal sanctions

Contravention of certain duties under the Corporations Act or other laws constitutes a criminal offence. For example, under the Corporations Act, contravention of the duty of good faith or improper use of information or position, if it involves dishonesty or recklessness, is punishable by substantial fines and potential imprisonment for up to 15 years (s 184). It is also illegal for a corporation to indemnify its officers against legal costs and any financial penalty for this behaviour.

Civil sanctions

A contravention of the duties under the Corporations Act can make a director liable to a substantial fine. Shareholders or others (for example, creditors) may also take action against directors who have failed to comply with their duties.

Disqualification

Both ASIC and the courts have the power to disqualify directors for long periods of time for failure to comply with their duties under the Corporations Act (Part 2D.6). Directors are automatically disqualified on conviction of certain serious offences or an undischarged bankruptcy (s 206B).

For directors of charities registered with the Australian Charities and Not-for-profit Commission (ACNC), the ACNC Commissioner has the regulatory power to suspend or remove a director upon failure to comply with the *Australian Charities and Not-for-profits Commission Act 2012*. The ACNC Commissioner may also prevent a director from governing any other ACNC registered charities (see the *Australian Charities and Not-for-profits Commission Act 2012* Chapter 4 Division 100).

Disqualification in a foreign jurisdiction, such as New Zealand, may also lead to disqualification in Australia.

Director appointments

The Corporations Act requires public companies to have at least three directors, at least two of whom must ordinarily reside in Australia. Proprietary companies must have at least one director who must ordinarily reside in Australia.¹⁹ For proprietary companies with a sole director who is also sole shareholder, a second director can be appointed by the original director recording the appointment and signing the record. A director may not resign if the resignation would leave the company without a director.²⁰ A single director may resign or be removed if the company is being wound up at the time.

Commercial consequences

The most serious consequences of breaching directors' duties are often not the legal ones but the commercial ones. A corporation's most valuable asset is its reputation. The company will likely be subjected to much greater scrutiny, both by investors and regulators, where directors breach duties. At worst, market and stakeholder reaction may mean the company will cease to exist.

These commercial consequences likely occur before any court judgement is handed down. Media reporting on the misconduct of financial institutions disclosed during the Banking Royal Commission caused drastic falls in share prices and loss of public trust. Significant public scrutiny and pressure on board performance also saw the resignation of board chairs and directors of a number of organisations.

¹⁹ Section 201A, *Corporations Act 2001* (Cth).

²⁰ Section 201F, *Corporations Act 2001* (Cth).

What duties exist in organisations not governed by the Corporations Act?

Examples of organisations not governed by the Corporations Act include:

- Incorporated associations such as cooperatives (governed by state legislation, called the Associations Incorporation Act in most states);
- Organisations operating under a royal charter;
- Charities (governed by the *Australian Charities and Not-for-profits Commission Act 2012*);
- Organisations incorporated by their own Act of State or Federal Parliament (for example, *Anglican Church of Australia Constitution Act 1961* (NSW), *University of New England Act 1993* (NSW));
- Government bodies (regulated by their own legislation: for example, the *Commonwealth Authorities and Companies Act 1997*, *State Owned Corporations Act 1989* (NSW)).

Essentially the same directors' duties and responsibilities found in the Corporations Act apply to these organisations by virtue of their own legislation or the common law.

Currently, directors of charities that are structured as companies that are limited by guarantee are not subject to the individual duties under the Corporations Act as they are replaced by the ACNC Governance Standards. This position is currently under consideration by the Government as part of its response to the ACNC review. However, they remain subject to equivalent individual duties under the common law.

About us

The Australian Institute of Company Directors is committed to strengthening society through world-class governance. We aim to be the independent and trusted voice of governance, building the capability of a community of leaders for the benefit of society. Our membership includes directors and senior leaders from business, government and the not-for-profit sectors.

For more information **t: 1300 739 119** **w: aicd.com.au**

Disclaimer

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Ordinary Board Meeting

Friday May 24, 2024 at 10.30am

Teams Meeting

Agenda

PRESENT:

City of Greater Bendigo

Stacy Williams

Loddon Shire Council

Lincoln Fitzgerald

Cr. Linda Jungwirth

Macedon Ranges Shire Council

Cr Bill West

Maria Weiss

Mount Alexander Shire Council

Cr Rosie Annear

Lisa Knight

Chief Executive Officer

Mark Hands

Also in attendance:

Erin Haughton (City of Greater Bendigo)

Acknowledgment of Country

1. APOLOGIES

Cr. Rod Fyffe (COGB)

2. DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest

3. CONFIRMATION OF MINUTES FROM PREVIOUS ORDINARY MEETING: 15th March 2024

Moved :

Seconded:

Carried

4. MATTERS ARISING FROM PREVIOUS MINUTES

5. ITEMS FOR DECISION

5.1 Adoption of the Goldfields Library 2024-25 Budget following public exhibition

No budget submissions or questions were received.

A change is proposed to update fees for Inter Library Loans as noted in the report.

Motion:

That the 2023-2024 Budget, with changes to Inter Library Loan fees as noted, be adopted by the Board and the Chief Executive Officer be authorised to give public notice of this decision to adopt such Budget, in accordance with Section 130(2) & (3) of the Local Government Act 1989.

Moved:

Seconded:

Carried

5.2 Actual v Budget Financial Progress Report for July 1, 2023 to April 30, 2024

Motion: That the Financial Report to April 30, 2024 be noted.

Moved:

Seconded:

5.3 Updated Library Plan Actions for 2024-25

Note the updated Library Plan Actions in **bold** for 24-25.

For discussion and further suggested edits with the Board.

6. ITEMS FOR DISCUSSION

6.1 Interim Management Letter- part of the interim audit process.

Noted three items to be managed by COGB finance.

No items of significance were identified in the interim audit process.

7. ITEMS FOR INFORMATION

- 7.1 Library Branch Quarterly Reports March 2024
- 7.2 Library Plan Update March 2024
- 7.3 Workplace Safety and Health and Wellbeing Plan Update March
- 7.4 Incident Summary Jan to March 2024

9. GENERAL BUSINESS

10. NEXT MEETING DATE AND TIME:

Next Board Meeting: July 26, 2024 at 10.30 a.m.



Ordinary Board Meeting

Friday April 3, 2024 at 9.30am

Teams Meeting

Minutes

PRESENT:

City of Greater Bendigo

Stacy Williams

Loddon Shire Council

Lincoln Fitzgerald

Cr. Linda Jungwirth

Macedon Ranges Shire Council

Cr Bill West

Maria Weiss

Mount Alexander Shire Council

Cr Rosie Annear

Lisa Knight

Chief Executive Officer

Mark Hands

Also in attendance:

Erin Houghton (Accountant, City of Greater Bendigo)

Acknowledgment of Country

1. APOLOGIES

Cr. Rod Fyffe

2. DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest

3. CONFIRMATION OF MINUTES FROM PREVIOUS ORDINARY MEETING: 8th December 2023

Moved: Lincoln Fitzgerald

Seconded: Stacy Williams

Carried

4. MATTERS ARISING FROM PREVIOUS MINUTES

5. ITEMS FOR DECISION

5.1 Draft 2024-25 Budget for public exhibition

Motion:

That the Board:

Approve the 2024-25 draft budget for advertising and public exhibition for a period of 28 days.

Moved: Lincoln Fitzgerald

Seconded: Maria Weiss

Carried

5.2 Long Term Financial Plan Summary: Ten Year Financial Forecast.

It is noted that the State Government contribution increase is set to zero and has impact on sustainability and service levels if this situation continues. Also noted is the \$200,000 provision for accounting and legal requirements with regard to transition to a new legal structure for the library service.

Motion:

That the Board:

Note the 10-year financial forecast with the reserve for transitioning the RLC to a new model of \$200,000 in order to provide for legal fees and other costs as required.

Moved: Stacy Williams

Seconded: Lisa Knight

Carried

5.3 Actual v Budget Financial Progress Report for July 1, 2023 to February 29, 2024

Motion: That the Financial Report to February 29, 2024 be noted.

Moved: Lisa Knight

Seconded: Stacy Williams

Carried

5.4 Fees and Charges for 2023 - 2024

Motion: That the Board approve the fees and charges schedule for 2024-2025 financial year as noted in the 2024-25 budget for exhibition.

Moved: Lincoln Fitzgerald

Seconded: Stacy Williams

Carried

Carried

6. ITEMS FOR DISCUSSION

No items for discussion

7. ITEMS FOR INFORMATION

7.1 Library Branch Quarterly Reports Dec 2022– documents provided

9. GENERAL BUSINESS

Meeting Close 10:04am.

10. NEXT MEETING DATE AND TIME:

Next Board Meeting: May 24, 2024 at 10.30 a.m.

5.2 Financial Statement Report



To: Goldfields Library Corporation Board
From: Mark Hands, CEO
Date: May 17, 2024
Re: Financial Report for July 1, 2023– April 30, 2024 Budget v Actual

Purpose

To provide the Board with information in relation to the financial performance of the Corporation from July 1 to April 30, 2024.

Information

The Financial Report as attached provides details on financial performance across key areas of revenue and expense within the Corporation.

Notes on variations are included in the attached report.

Key points include:

1. **Grants- operating:** is now in surplus due to receiving the State Government Grant- this has been confirmed at a total of \$1,478,364, a total of \$44,930 less than the budgeted income. GLC has supplemented this income by successfully gaining further grants such as funding for all Seniors Digital Literacy programs and related minor IT equipment purchases.
2. **User Fees:** Received unbudgeted funds from grant applications of:
 - a. \$2,727 'Get Moving Funding',
 - b. \$2,273 Gisborne Gazette Sponsorship,
 - c. \$8,909 Heathcote Library Sports Equipment,
 - d. \$1,007 Mt Alex Shire Sustainable House Kit funding,
 - e. \$2,014 CoGB Sustainable House Kit funding,
 - f. \$12,500 CoGB Healthy and safe workplaces and communities funding.
3. **Interest on investments:** With high levels of cash holdings and positive interest rates, income is expected to reach around \$200,000, supporting the offset in state government funding and other increased costs due to inflation.
4. **Other income:** GLC has received unbudgeted Workcover reimbursements, equating to around \$40,000.

5.2 Financial Statement Report

- 5. Plant and equipment costs:** Minor equipment costs are higher due to the purchase of new furnishings for libraries. This will mean that each piece of furniture is not deemed a capital item and we will reduce expenditure in Capital furniture expenditure. GLC is also expending funds on the Kangaroo Flat Library Project based on the \$75,000 grant received. GLC has also implemented duress alarms at all library branches in order to ensure that any incident in any library can be responded to by security services or police.
- 6. Depreciation:** Depreciation has been re-calculated for the 24/25 year based on a diminished asset base.
- 7. Administration charges:** The unfavourable variation in other expenses is due to the employment of a HR consultant, a workplace investigator and other workplace related consulting which has pushed consultancy fees up by around \$58,000. This overspend also has a Year-To-Date timing issue with eCollection having been fully expended whilst Year-To-Date budget is running \$65,000 behind actual costs but will “catch up” over the next two months. Headquarters rental charge has also shifted and has realised a variation of \$25,000. In summary key over spends against YTD budget are
 - a. Consultancy fees: \$58,000 for agency staff and additional consultants
 - b. eCollection costs: \$65,000 over YTD budget but will pull back.
 - c. Headquarters rental charge: \$25,000 over budgetTOTAL: \$148,000.00

Capital Works:

- 1. Resources:** Current underspend against YTD budget is simply due to timing of purchases of collection and this is expected to balance out as the year concludes.
- 2. Information Technology:** Current underspend against budget and although there may be some savings in this area, further capital costs will be allocated against this line.

Recommendation

That the Finance Subcommittee notes and accepts the Financial Report for July 1 – April 30, 2024.

5.3 OUR 2024-2025 LIBRARY PLAN PRIORITY INITIATIVES

Priority	Initiative	What does this look like if we are achieving it?	Resource Lead
Children and Young People	Create dedicated child friendly and parent/carer welcoming spaces in all libraries. Include features that support curiosity and inquiry-based play.	Children feel welcomed and safe, parents and carers feel welcomed and valued. Parents can socially connect and parenting groups meet and feel welcome in the library. Libraries are promoted as breastfeeding friendly areas.	Operations
	Continue promotion of the parenting collection and selected children's collections such as graded readers, award winning books and themed collections around key issues.	Better informed parents and carers and an easily accessible collection.	Collection
	Implement auto renewal for collection	Auto renewal and reminders for all patrons reduces the need for "overdue" notifications and is potentially a better service for patrons.	Collection
	Reconvene the Early Years Working Group to support the delivery of Early Years strategy. Investigate opportunities for the extension of the Children and Youth Programs Officer role.	Organisational drivers and champions for children and youth. Innovative program delivery in children services.	People and Development Programs
	Deliver programming focused on enjoyment of reading, building literacy and the fostering of enquiry and curiosity.	Development of reading habits, literacy, learning and school readiness. Storytime programs continue to engage families across the region.	Engagement & Programs
	Child Safety and Wellbeing Action Plan	Policies and reporting reflect actions focussed on child safety and wellbeing	Engagement / ALL
	Training and Development in Child Safe Standards and gender equity	Training on legislated requirements but beyond this to cover specialist services such as children program delivery and early years development.	People and Development
Children and Young People	Develop programs and events for young people with partners in the youth sector.	Engagement of young people that shape library experiences to their needs and wants.	Engagement
	Align professional development opportunities to sector-wide standards reflected in early years development and youth engagement.	Skilled staff supporting best practice.	People and Development
	Develop partnerships with the Early Years sector and position libraries within a continuum of service delivery.	Valued partnerships that impact on school readiness and Australian Early Development Census outcomes.	Engagement

Assess children's e-resources for gaps within current offerings with the possibility of adjusting to add new or consolidate existing selection.

Improved access to valuable children's e-resources supporting literacy, learning and mental health.

Collection

Offer a diverse range of items to engage and inform young people.

Continue to purchase for the collection with a focus on youth and children's services.

Collection

Undertake outreach activities that focus on communities with less access to library services.

Informed families that are aware of children's library services and can easily gain access.

Collection, Operations and Engagement

Priority

Initiative

What does this look like if we are achieving it?

Resource Lead

Lifelong Learning

Deliver programs that can connect to our online resources and collection.

Community connected with a variety of learning experiences.

Programs and Collection

Develop partnerships that link learning opportunities and pathways outside of the library.

Community supported to progress learning via multiple avenues, including community orgs, TAFE, Universities, training providers.

Engagement / Programs

Develop online resources to support learning and free access to information.

Facilitated learning pathways both through library programs and resources and other online resources.

Information Technology and Collection

Develop diverse STEAM programming with other partners such as Tech School.

Experiment based programming focussed on STEAM principles

Programs

Review the makeup of our collection to maximise local use.

Improved use and access to local collection.

Collection

Review access to collections across the state through the new interlibrary loan system.

Improved access to a state-wide collection for local patrons.

Collection

Digital Literacy Officer for Seniors- upskilling staff and building capacity

A digital support position providing services to older adults and working with a team across GLC

Programs and Operations

Priority	Initiative	What does this look like if we are achieving it?	Resource Lead
Safety and Inclusion	Engage specific parts of community that may benefit from, but not currently use, library services through targeted outreach activities.	An Outreach Plan that extends library benefits to a broader population.	Engagement and Operations
	Partner with appropriate service providers in the delivery of early years, digital literacy and home library services to isolated community members.	Targeted library services offered in accessible locations and formats.	Engagement and Operations
	To facilitate mixed use of spaces with an understanding of mutual respect for staff and user safety.	A safe environment where expected conduct is understood by both patrons and staff. Staff training, emergency management, policy and codes of conduct.	People and Development and Engagement and Operations
	Develop staff expertise and knowledge in current social issues and initiatives. (e.g., Gender Equality, Cultural Inclusion, Mental Health, psychological safety)	An informed staff able to respond to current social challenges.	People and Development
	Promote and support human rights of equity and dignity in all its forms.	Puts people at the centre of our libraries and supports a civil and just society.	Engagement
	Represent the diversity of human experience through our collection and program offerings.	Access to stories that reflect the diversity of humanity and our ways of life.	Collection and Engagement
	Promote and highlight our focus on areas of safety and inclusion in our collection for all patrons.	Continue to research materials and train staff in collection areas of safety and inclusion.	Collection
	Gender Equality Workplace Audit	Completed first step in aligning with Gender Equality Act.	People and Development
	Digital safety	Safe and secure online environment and network	IT
	Psychological safety for staff	Learning about new Fair work conditions and policy and training required.	People and Development
	Support continuation and extension of Community Connector Program	Staff feel safe and supported. All patrons are welcome and included.	Operations
	Feasibility plan for After Hours Access	Information gathered ahead of new Library Plan/Budget cycles	Operations
	Feasibility plan/ business case for extended Library of Things	Information gathered ahead of new Library Plan/Budget cycles	Operations / Collections

Priority	Initiative	What does this look like if we are achieving it?	Resource Lead
An Informed Community	Continue development of highest standard free internet and Wi-Fi across all branches.	Start developing facilities that support online meetings and study Support advocacy in Loddon Shire for infrastructure development.	Information Technology, Operations and Engagement
	Provide digital literacy support through skilled staff, dedicated programs and access to technology.	A more digitally informed and connected community. Helping those who cannot bridge the digital divide on their own.	All
	Develop financial, cultural and health literacies by working with partners in these sectors.	An integrated approach to community health and wellbeing, working with various partners.	Engagement & Programs
	Provide a range of quality, authoritative, educational and learning material for all ages.	Continue to pursue professional development opportunities to stay informed around the latest resources.	Collections
	Promote use of library spaces for community groups to gather and work.	Volunteers and groups supported to share information and serve their communities.	Operations
	Provide collection and programs that broaden horizons, explain the facts and teach new skills.	Supporting access to a breadth of information from reputable sources.	Collections
	Provide programs that directly promote exercise and diet as the two key determinants in physical health.	A welcoming environment where people can learn new physical skills.	Programs
	Advocate for addition of internet-connected meeting rooms or pods within library facilities to meet growing community need.	Work areas that support study, remote working and microbusiness.	Operations & Technology
	Facilitate and support community conversation on important social initiatives	Informed and credible links to information in a variety of formats on major social issues and initiatives.	All

Priority	Initiative	What does this look like if we are achieving it?	Resource Lead
Connecting People	Provide an environment to support micro business and local community economic development.	A comfortable environment for remote working, commuter working and microbusiness.	Operations and Information Technology
	Develop programs and partnerships that address intergenerational connection, social isolation and loneliness.	Connecting isolated people with new people and new ideas. Facilitated intergenerational connections are delivered. Social prescribing network involvement.	Engagement
	Create opportunities to integrate sharing food in social settings within libraries.	Tea and coffee or café style service in libraries or planned for library spaces.	Operations
	Redevelop website to enhance accessibility and ease of use.	Deliver an online presence that is inclusive and easily navigated to connect to services. Mobile friendly.	Engagement
	Provide opportunities for connection through bookclubs and programs.	Tie collection to programs and displays to reach more patrons.	Collection
	Introduce public libraries as a valuable service through social prescribing networks	Services are regularly utilised by referred patrons increasing their engagements or being introduced to public libraries	Engagement
	Use of social media and eNews to connect with people.	Engaged community reacting and contributing to posts/comments.	Engagement and Communications
	Deliver Future Ready Libraries consultation.	New Library Plan represents community needs and aspirations.	Engagement and Communications
	Initiate transition to new business model	Address legislative requirements under Local Gov Act and undertake legal and accounting processes to transfer to a new service model.	Leadership Team
	Advocate for accurate representation of work of public libraries at State Level	LGPRF requirements updated to reflect new performance measures within libraries.	Leadership Team

Priority	Initiative	What does this look like if we are achieving it?	Resource Lead
Respecting First Nations Peoples and Cultures	Present cultural artwork, images and signage that acknowledge and celebrate First Nations Peoples and cultures.	Appropriate First Nations acknowledgment. Provision of culturally safe spaces. Adherence to Child Safe standards. Collaborate with local artists.	Operations and Engagement
	Work with local Aboriginal and Torres Strait Islander communities with regard to opportunities for programs across all age groups.	First Nations stories, perspectives and skills celebrated and shared appropriately.	Engagement
	Continue developing staff awareness and skills in First Nations cultures and heritage.	Provision of culturally safe and welcoming spaces and services.	People and Development
	Develop library website with elements of culture and language embedded as part of an overall campaign to highlight Aboriginal and Torres Strait Islander heritage.	A website that embeds First Nations cultures and language across a range of areas.	Communications, Collection and Information Technology
	Work with local Aboriginal and Torres Strait Islander communities on program delivery.	Programs that celebrate and highlight First Nations stories and cultures.	Engagement
	Consult with local Aboriginal and Torres Strait Islander communities to ensure collection reflects First Nations story and authorship across a diverse range of areas and subjects.	Awareness of First Nations stories and cultures embedded in a range of subjects offered in collection.	Collection
	Deliver first stage Reconciliation Action Plan	The development of a Reflect RAP	Operations

Priority	Initiative	What does this look like if we are achieving it?	Resource Lead
A Learning Organisation	Develop an enquiry based organisational culture that fosters curiosity, questions established approaches and seeks to broaden knowledge.	Staff that are supported and engaged in continual learning and development.	People and Development
	Invest in business and information technology systems that deliver efficient and effective communications.	Provide technology that is seamless and easy to use and build staff competencies and confidence.	Information Technology, People and Development
	Develop our regional strength in scale and strategy whilst maintaining a local culture within each branch.	Localised services and efficiencies of scale.	People and Development and Operations
	Understanding each other and creating a supportive and collaborative work culture.	People performing at their best as a team, sharing ideas safely, with respectful interactions.	People and Development Leadership Team
	Establishing a solution focused culture.	Taking solutions focus that supports our capacity to openly present problems and constructively develop solutions.	People and Development Leadership Team
	Maintain a Training and Development Plan for Staff	Structured approach for mandatory training, specific professional development and broad skill development.	People and Development
	Learning Management System Feasibility Study	Feasibility of a Learning Management Package that is online and actively updates staff requirements around mandatory training on legislated matters.	People and Development
	Offer targeted training opportunities for staff in various aspects of the organisation.	Allow staff the opportunity to engage in more cross-skilling experiences throughout the branches.	All

Priority	Initiative	What does this look like if we are achieving it?	Resource Lead
A Sustainable Future	Work with partner Councils towards a carbon neutral operation with a focus on installation of solar panels batteries and efficient lighting wherever practical.	Reduced emissions, reduced running costs and observance of regional Climate Action plans.	Operations
	Make sustainability a consideration in all areas of operations.	Becoming an example to our community and telling our story of improved environmental sustainability. Climate Action Group established and guiding organisation?	All
	Build environmental literacy by providing community access to accurate information and inspiration by showcasing local and global environmental initiatives.	Inspire and inform local community and build awareness around local action. Partnerships and programs that showcase local movements/initiatives.	Engagement and Operations and Collections
	Continue to investigate sustainable options for all collections-based processes.	Investigate sustainable options from existing and new vendors.	Collections
	Move fleet toward hybrid or electric technologies.	Reduced emissions, reduced running costs and observance of regional Climate Action plans.	Operations
	Promote relevant collection focused around environmental awareness initiatives and celebration of local flora/fauna.	Communities informed by science and reputable sources on matters of environment and sustainability.	Collections
	Integrate library services into broader emergency management plans of member Councils.	Libraries are a community resource for access to information during extreme weather and emergency events. We will provide additional opening hours and access to power and internet where practical.	Operations and People and Development
	Maintain Business Continuity Plans to prepare for emergency situations and service adaptability	An adaptable service prepared for natural emergencies that may be caused through climatic conditions.	All



Victorian Auditor-General's Office

North Central Goldfields Regional Library Corporation
Interim Management Letter
for the year ending 30 June 2024

Background

I enclose for your information the interim management letter for the year ending 30 June 2024. The interim management letter provides a summary of audit findings from the interim phase of our audit. This letter will be discussed at the Finance committee meeting on 17 May 2024.

Acknowledgement

I also take this opportunity to thank your executive team and staff for the time they made available to us during the interim phase of our audit.

Yours sincerely

Nick Walker
Partner
HLB Mann Judd – Chartered Accountants
VAGO Audit Service Provider

Melbourne
14 May 2024

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Introduction

We have completed the interim phase of the 2024 audit and now bring to your attention our findings from that phase of the audit. As part of our reporting, we include our assessment on the significance of the findings. The criteria we consider in this assessment is included in **Appendix A**. Findings can fall into the following categories:

- internal control findings
- financial reporting findings
- business improvement opportunities and other matters.

Internal control findings

As part of our audit, we assess the design and implementation of internal controls relevant to financial reporting. If we intend to rely on these controls, we test how effectively they are operating.

Any weaknesses in internal control identified during our audit is communicated to you through our management letters.

Financial reporting findings

As part of our audit, we may identify weaknesses in management's approach to financial reporting resulting in potential material misstatement. This includes, but is not limited to, non-compliance with the Australian Accounting Standards and/or other reporting frameworks.

Reporting and tracking internal control and financial reporting findings

As part of this communication we include:

- our assessment as to the significance of the finding
- recommended actions
- management comments and expected implementation dates.

We have discussed all findings with management. The nature and rating of the finding determines our expectations in relation to management acceptance and our monitoring of the implementation of remedial actions.

Scope of our audit

We did not carry out a comprehensive audit of all processes and systems of internal control you maintain or seek to uncover all deficiencies, breaches and irregularities in those systems and processes. Inherent limitations in any process and system of internal control may mean that errors or irregularities might not be detected.

As explained in the audit strategy presented to the Finance Committee in March 2024, the objective of the audit is for the Auditor-General to express an opinion on the financial report. Although the audit considers internal controls relevant to preparing the financial report, this is done in order to design audit procedures that are appropriate in the circumstances and not for the purpose of expressing an opinion on the effectiveness of those controls. Our planned approach, including level of reliance on internal controls, was communicated in our audit strategy.

Reports to Parliament

The Auditor-General may include items listed in this letter in a report to Parliament. We will send you a draft of the relevant material included in this report and ask for your comments before the report is tabled in Parliament. High rated findings may be specifically identified and reported in the Parliamentary reports.

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Summary of audit findings

The table below summarises all 'open' (current and prior period) management letter issues, and prior period issues that have been resolved in the current period. Open items include all findings that are 'unresolved', 'partially resolved' or 'substantially resolved' as at the date of this letter.

Finding first raised (month / year)	Reference	Findings	Rating	Classification of deficiency			Resolved / unresolved	Management acceptance	Original agreed implementation date
				Internal control	Financial reporting	Financial statement areas grouping			
Open issues (current and prior period)									
August 2023	2023.1	AASB16 Calculation	Low	-	X	Right of Use Assets, Lease Liabilities	Unresolved	Yes	30 June 2024
April 2024	2024.1	Asset capitalised based on invoice date	Low	X	-	PPE	Unresolved	Yes	31 December 2024
April 2024	2024.2	Fixed asset reconciliation is not formally reviewed	Low	X	-	PPE	Unresolved	Yes	31 December 2024
Prior period issues resolved during the period									
None noted.									

Detailed audit findings–open issues

Ref	Description of finding and implication	VAGO recommendation on new findings and update on open items	Response from management
2023.1	<p>AASB16 Calculation</p> <p>Our review of NCGRLC lease calculations and supporting work papers identified that the calculation was not accounted for CPI increases in rent payments. The lease notes that rent is subject to annual CPI increases which is a variable lease payment under AASB 16.27 and should be factored into the lease liability calculation.</p> <p>We have concluded that the above discrepancy does not result in a material misstatement however to improve the accuracy of lease reporting it should be incorporated into the calculation.</p>	<p>We recommend that going forward management reassess its lease liability calculation to ensure the requirements of AASB 16 are appropriately applied including CPI increases.</p> <p>Audit update April 2024:</p> <p>We noted that management will update the lease calculation to include CPI increase prior to 30 June 2024.</p> <p>Therefore, finding remains unresolved.</p>	<p>Recommendation Accepted</p> <p>Responsible officer: Erin Haughton</p> <p>Implementation date: 30 June 2024</p> <p>Management comment:</p> <p>CPI increases will be applied to the lease liability calculation for 30 June 2024.</p>
2024.1	<p>Asset capitalised based on invoice date</p> <p>We noted that asset additions were being capitalised based on invoice date rather than the ready-for-use date. According to AASB116, depreciation of property, plant and equipment should commence on the date when the asset is ready-for-use, rather than when the invoice date or the invoice receipt.</p> <p>This could lead to the overstatement of property, plant and equipment and the incorrect calculation of the corresponding depreciation expense. It should be noted, however, that we believe the impact is unlikely to be material.</p>	<p>We recommend that management ensures assets are depreciated from the ready-for-use date.</p>	<p>Recommendation Accepted</p> <p>Responsible officer: Erin Haughton</p> <p>Implementation date: 31 December 2024</p> <p>Management comment:</p> <p>We will communicate with NCGRL staff to confirm the date the asset was in use from. This email will then be saved on the invoice posting for substantiation.</p>

Ref	Description of finding and implication	VAGO recommendation on new findings and update on open items	Response from management
2024.2	<p>Fixed asset reconciliation is not formally reviewed</p> <p>We understand that there is no formal review of the fixed asset register performed by someone independent of the preparation process.</p> <p>Lack of management controls with respect to the fixed asset reconciliation increases the risk of material misstatement within the financial statements along with increase fraud risk via management override. Given the current carrying amount of property, plant and equipment, we do not believe the risk is significant.</p>	<p>We recommend that a formal review of the fixed asset register is undertaken on a regularly basis. The review should be performed by someone independent of the preparation process.</p>	<p>Recommendation Accepted</p> <p>Responsible officer: Erin Haughton</p> <p>Implementation date: 31 December 2024</p> <p>Management comment:</p> <p>We will implement a process for formal approval of the asset register each month.</p>

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Appendix A. Rating definitions and actions

We have rated our findings as follows:

Rating	Description of rating	Management action required
High	<p>This issue represents:</p> <ul style="list-style-type: none"> → a material misstatement in the financial report which has occurred, or an issue which could potentially result in a modified audit opinion if not addressed as a matter of urgency by the entity, or → a control weakness which could cause or is causing a major disruption of the process or the entity's ability to achieve process objectives in relation to financial reporting and comply with relevant legislation. 	<ul style="list-style-type: none"> → Requires executive management to correct the misstatement in the financial report, or address the issue, as a matter of urgency to avoid a modified audit opinion. → Requires immediate management intervention with a detailed action plan to be implemented within one month.
Moderate	<p>This issue represents:</p> <ul style="list-style-type: none"> → a misstatement in the financial report that is not material and has occurred, or that may occur, the impact of which has the possibility to be material, or → a control weakness which could have or is having a moderate adverse effect on the ability to achieve process objectives and comply with relevant legislation. 	<ul style="list-style-type: none"> → Requires management intervention with a detailed action plan implemented within three to six months.
Low	<p>This issue represents:</p> <ul style="list-style-type: none"> → a misstatement in the financial report that is likely to occur but is not expected to be material, or → a minor control weakness with minimal but reportable impact on the ability to achieve process objectives and comply with relevant legislation. 	<ul style="list-style-type: none"> → Requires management intervention with a detailed action plan implemented within six to 12 months.

Castlemaine Library Quarterly Report

January-March 2024



Priority 1: Children and Young People

Storytimes

Storytimes started back, with an exciting new face. David Holmes is filling in as our Storytime presenter while Stuart is Acting Manager and is already a hit with the kids.

School Holiday programs

School holidays during this period, involved lots of great sessions – movies, craft etc - however Stig Wemyss – the narrator for the Andy Griffiths sometimes naughty and silly “Treehouse” books was a smash hit – full of energy and very naughty himself. The kids loved him – and his promotion of our Borrowbox app and the Big Summer Read had noticeable impacts on memberships to both!



Priority 2: Lifelong Learning

Art Books

We were very grateful to receive a large donation of good quality art books early this year from patron Pamela Townsend, many covering artists and techniques we didn't have equivalents for in our collection. They took a lot of time to process, but since Castlemaine is such an artist-haven town they were well worth the extra work – and have become a valuable part of our collection.

Priority 3: Safety & Inclusion

Incidents

We have had fewer patron incidents through this quarter, with staff becoming familiar with problem patrons and ways to interact with them. We have also been working closely with Community House and other stakeholders to monitor problem behaviour in the community. We have had a few more incidents with young teens making a nuisance of themselves, but nothing outside our skillset.

Water Safety

Coliban Water came and helped David with a special water saving/water safety Storytime for preschool aged children. They had lots of fun reading books about water and learning about the water cycle.

Neurodiversity in Storytimes

Stuart and Christie attended an online seminar on Storytimes for Neurodiverse kids – and picked up several new tips for helping everyone enjoy Storytimes.

Priority 4: An Informed Community

Menopause Talk

By popular demand, Bron Grieve of Dhelkaya Health ran a VERY well-attended information session on menopause and perimenopause. We nearly filled the Phee Broadway Theatre with women wanting information on these important topics – and Bron has been asked to repeat this talk again, very soon!

Parenting Talks

Bron again! The first of our always informative ‘Parenting in the Modern World’ sessions, this one on the subject of healthy teen emotions and relationships, was held in March, with Bron and Dhelkaya and coordination from MASC. These talks have been so successful over the past few years the Goldfields Libraries have started running similar sessions in other LGAs.

Priority 5: Connecting People

Philosophy Club

After last year's success, we are again running philosophy club sessions on the first Saturday morning of every month. These started with a first session in May. The sessions are run by volunteers from the School of Philosophy and are a great way for people to connect and chat about big topics

Castlemaine Library Quarterly Report

January-March 2024



Tammia'long Room

Not a specific program – but it's worth reporting that our meeting room is in heavy use almost every day – and used for social connection for much of that. We have regular teen groups for DnD sessions, a group of older patrons who come and play cards once a week, a young girl who has started her own young-person book group, and so on. We love seeing the diverse way this space gets used for people to connect with each other in a safe and trusted space.

Priority 6: Respecting First Nations Peoples and Cultures

New Artwork

Our newly commissioned artwork 'Deep Listening' by local First Nations artist and proud Dharug woman, Donna Conley, was finally unveiled in a nice ceremony attended by Donna and catered by Murnong Mummas. The artwork is beautiful and full of colour. It accents the Tammia'Long Room perfectly and we are very grateful that FOCAL (Friends of Castlemaine Library) donated their time and money in helping up make this commission happen.



First Nations Roundtable

Stuart attended the Indigenous Roundtable this quarter – the first time the library has been invited to participate. We are very grateful to be included in these discussions and hope to be able to contribute to the goals of the roundtable in meaningful ways going forward.

Priority 7: A Learning Organisation

All Staff Professional Development Day

Almost all Goldfields Libraries staff attended a training day in Bendigo where we undertook multiple types of relevant training and approached redefining the next Library Plan. A highlight was the digital scanner training

for the new photo-scanning technology we hope to install in the library for public use, soon.

Storytime PD Day

All Goldfields Libraries Storytime staff had another, separate, training day early in the quarter where they exchanged ideas, talked about best approaches and literacy tips, and had a short storytelling PD with local author/illustrator Trace Balla.

Priority 8: A Sustainable Future

New Kit

Council supplied us with an unused sustainability kit full of useful tech for testing houses for energy efficiency. Once it goes through testing and tagging, it will be a useful addition to our Sustainability Kit program as spare equipment for replacement, extending the life of our very popular Sustainable House Kits and/or as an additional piece of kit with different capabilities than our current kits.

Feedback:

Patron: Can we go to auto-renewal of items?
And extend the DVD borrow time to longer than a week?

*

'I live in Tasmania - But can I become a member?' from a child who visits Castlemaine grandparents every year. She has been visiting since she was six. She won a book voucher first year here and is now an avid reader. She loves the library and had been waiting desperately to become a member.

Library Plan Quarterly Report

January to March 2024



Highlights:

- Roster software project finalised.
- Future Ready Libraries consultation launched.
- A dedicated series of programming delivered for young people with disability via DFFH grant.
- 'Reflect' Reconciliation Plan approved and underway.
- Employee Access Program overhauled to improve accessibility.
- Another successful all staff PD Day delivered with a mix of peer-to-peer learning opportunities and guest speakers.

Priority 1: Children and Young People

Collections

With our new LOTE4Kids EResource, added to the online selection this year, we have seen a positive increase in usage. LOTE4Kids usage has increased by 88% in the last quarter, with many innovations continuing to be added to the resource to maintain interest.

Story Walk partnership to continue

We met with Healthy Loddon Campaspe in February, and they are happy to support this partnership for another 12-month period, which is excellent news for our current four Story Walks. We are also planning a fifth permanent Story Walk to be installed in Wedderburn (Loddon Shire) in May, with a launch event in June.

Story Timer's Meeting Day

Our annual Story Timer's Meeting Day was held at the end of January in Bendigo, with 25 staff members able to attend – our biggest yet. It was an inspiring day with guest speakers such as award-winning children's author Trace Balla, and Library Board Chair Rosie Annear. Staff had the opportunity to contribute to GLC's Early Years Strategy, as well as small group workshops with some peer-to-peer learning. Overall, the day was rated an average of 4.6 out of 5 stars.

New policy developed

An Unattended Children policy was developed this quarter to clarify responsibilities for staff and patrons around children in our libraries. It sets our clear expectation for parents and carers, provides guidelines

for staff about how best to manage unattended children in our libraries when there are concerns or issues, whilst ensuring that we continue to provide safe and inclusive spaces for all.

Gender Equity Training

Staff from our Early Years Working Group attended Gender Equity training through Playgroups Victoria in February. Further training will be offered to storytime staff in the gender equity space throughout the year.

Early Years Working Group

A new Early Years Working Group (EYWG) has been convened for 2024-2028. This group of seven will meet bi-monthly and includes staff members from all four library LGAs. Their T.O.R have been updated and they will work on projects that have come from the Early Years Strategy throughout the year.

Programs

While Summer is a more relaxed period for programming, we had some lovely wins this year.

The Big Summer Read with the dual aims of encouraging children to read for pleasure and stopping the Summer 'reading slide' was wonderfully successful. A total of 873 children registered and 687 completed Reading Records were returned (representing 6,870 books read), an increase of 62% on 2023.

Other delightful events celebrating the pleasures of literature included Stig Wemyss, narrator of Andy Griffiths books, at Gisborne, Castlemaine, and Bendigo Libraries, and local musicians Sean and Min with 'The Book Song Show' at Kyneton and Romsey Libraries.

Priority 2: Lifelong Learning

Collections

Our decodable readers have continued to be incredibly popular with parents and students, with collections adding Dyslexia friendly options to the Easy Readers to assist library members in their learning journeys. The addition of NewsBank has enabled our library members to access news and information online from anywhere from accredited sources. Usage has increased steadily since its introduction in August with average use per month this quarter sitting at 378, an increase from last quarters average use of 299.

Library Plan Quarterly Report

January to March 2024

Programs

Programs offer so many ways to learn, both formally and informally, from author talks to information sessions to specific learning workshops.

Funding from the State Government of Victoria enabled a Digital Literacy for Seniors Program, focussing on developing digital skills and confidence in people over 60. As part of this we offered one-on-one Tech Help for Seniors sessions on demand across January and February, and in a more creative approach Bookmaking with author Trace Balla.

Priority 3: Safety & Inclusion

Technology

I.T. have purchased a test CCTV camera to test the viability of taking over the CCTV equipment at Bendigo using current Synology hardware. Working with our Managed service provider to secure a dedicated network fit for purpose.

Collections

A new online resource is being added to increase access for our newest community members, "Arrivals in English". This resource aims to assist those members with limited English skills, to be able to participate in everyday life in the local area by improving English skills on key topics such as; filling in forms, visiting a doctor and banking. This resource will be available to Goldfields Library members in the coming weeks.

Test & Tag project

Our newly formed test and tag team began testing mobile electrical equipment across all GLC sites this quarter, having completed training late 2023. The first round of this project is due to conclude mid-year.

Community Connections Project

As part of the joint Community Connections project, with BCHS and CoGB, we undertook both a patron and staff survey on perceptions and experiences of safety in and around Bendigo Library this quarter. The project steering group received approximately 100 patron responses and almost all Bendigo staff participated. Staff reported feeling hugely positive about the broader program, and able to better manage the increasingly intense environment in which they operate due to the opportunity to learn new skills and debrief with Karl, our community worker.

Patrons reported some safety concerns related to the CBD precinct, which were impacting their use of the library, and related to the library building design – particularly of the public amenities and building 'black spots'. Discussions continue regarding possible operational improvements and plans for future facility upgrades.

Programs

A grant from the Department of Families, Fairness and Housing enabled a series of dedicated programs for young people with disability. This was an empowering opportunity involving consultation and input with disability organisations and resulting in important connections. The 'Creative Community' series included watercolour card making with a local artist, and two workshops from Melbourne based organisation 'A Fitting Connection' utilising recycled textiles.

People at Work survey



This quarter we released our second People at Work survey as a mechanism to better understand and monitor how our staff are faring in the workplace. Part

of GLC's psychosocial risk assessment process, People at Work is funded by WorkSafe and other government departments. The survey was open across March and April, and results will indicate any improvements, or otherwise, since our last survey in September, helping to guide further actions related to staff safety and wellbeing.

Employee Access Program reboot

In response to advice that came out of the Bendigo Library Health Check (October/November 2023), we have updated our Employee Access Program to better support staff to access EAP services. GLC now has two contracted EAP providers whom employees may contact direct to make a Goldfields Libraries EAP booking. There is no need for a referral, our staff have priority access, and GLC receives coded invoices to ensure full confidentiality. Both practices offer in-person, telephone or online consultations.

Priority 4: An Informed Community

Programs

A different way of informing our communities is by the screening of non-mainstream quality documentaries. During February we screened 'Birth Time' a documentary focussing on birthing practises in Australia. We were able to offer this informative and thought-provoking film at multiple locations as well as providing a link for people to watch in their own homes should they choose.

Building Works

Planning continued with Council partners regarding several sites, including:

- Upgrade of the Genealogical Group Room adjoining Gisborne Library (concept plans underway, subject to subsequent funding applications).
- Introduction of meeting 'pods' at Castlemaine and Bendigo Libraries (Living Libraries Infrastructure Program applications submitted for both sites).
- Lighting upgrade at Bendigo Library (out to tender).
- Loading Bay upgrade at Bendigo Library (architect appointed to work on concept plans).
- Heathcote Civic Precinct Hub (subject to funding)

Priority 5: Connecting People

Technology

Shifted the I-Pads purchased this year for programs to dedicated hardware pads that include inbuilt charging. This makes the transport of hardware between branches a lot easier. Staff using the I-pads for programs have fed back it's a far better solution.

Portable Bose PA for program delivery has now been used for several programs and all staff involved have commented how well the solution works. Three sets of speakers are now available for programs and author talks.



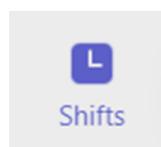
Library Plan consultation kicks off

Staff participated in three workshops to start the ball rolling on our new Future Ready Libraries campaign at our All-Staff PD Day in March! It was great to talk, and cut and paste, and build Lego while thinking about our library service and its next five years. There will be a range of consultation activities in the coming months, for staff, partners and patrons, to delve further into what we do to inform our future planning.

Programs

Connecting people is something that we increasingly do very well with both passive and formal programs. Kangaroo Flat Library is a notable example of providing programs which build community and give a sense of the library being a true community space. Successful programs they regularly offer include: Social scrabble, Puzzle and Chat, Crafting Connections and Strong Seniors. During March they also invited people to contribute to their vertical garden, and to participate in a Home-grown Harvest Swap.
Report body text

Roster Software Project Implementation



Following on from our pilot in late 2023, GLC introduced MS Shifts software to better manage branch rostering and backfill. A project lead was appointed to coordinate the roll-

out, including the development of GLC-specific procedures and trouble-shooting guides, training for managers and different staff user groups, and to support the transition to the new platform. The new system has been well received, enabling global oversight and agility with rostering and backfill, and allowing staff to better manage their own calendars and commitments.

Priority 6: Respecting First Nations Peoples and Cultures



Reflect RAP

Our inaugural Reconciliation Action Plan was endorsed by Reconciliation Australia late March and can be found on our website at the link below. We'll continue to work through our actions from the RAP across the year, with the aid of the Reconciliation Action Plan Working

Group.

https://www.ncgrl.vic.gov.au/sites/default/files/Goldfields%20Libraries%20Reflect%202023-2024_web.pdf

First Nations Art Project unveiled

Castlemaine Library was very proud to officially unveil the beautiful piece of First Nations art that was commissioned in partnership with FOCAL in February. Artist Donna Conley spoke at the launch about her piece titled 'Deep Listening', which reflects on concepts such as passing on of knowledge and teachings, the library as a space of meeting, listening and sharing, and the influence of elders across generations.

First Nations Youth Art

Goldfields Libraries have funded a second art project for Castlemaine Library, enabling young Djaara artists from the Wararak Meeting Place to create a permanent installation in the entrance of the library. This piece will be a symbolic 'wararak' - silver wattle – and encompass each artists' totem, or representation of themselves. We hope this beautiful symbol of Dja Dja Wurrung culture will create a sense of welcome and safety for the local First Nations community, particularly children and young people.

Programs

Kyneton Library have introduced a 'Reconciliation Reading Group' in partnership with the Macedon Ranges Truth and Reconciliation Group. Participants are invited to read a provided newspaper or journal article, or short blog for discussion. This is planned to be an ongoing program.

Collections

Purchasing has continued to focus on our First Nations authors and history, including additional copies of PD Day keynote speaker Brenda Matthews's memoir *The Last Daughter*.

True Tracks Seminar

Three staff attended the True Tracks seminar, presented by Indigenous-owned law firm, on utilising Indigenous knowledge and cultural heritage material and understanding Indigenous engagement. Based on lawyer and academic Terri Janke's book of the same name, staff were given important insights into ICIP (Indigenous Cultural and Intellectual Property) and how if legislated, it would provide First Nations peoples with continuing rights to their cultural heritage, including to the collective knowledge and oral traditions contained in manuscripts, instead of having those rights extinguished by copyright laws.

Priority 7: A Learning Organisation

Technology

All hardware replacements for the year have now been purchased. This has included the replacement of 18 workstations, 8 laptops and 8 Public Access Catalogues.

The main Bendigo workroom has replaced all standard monitors with monitors attached to monitor arms greatly improving space on desks in an often-cramped environment. Docking stations monitors have been deployed to Heathcote and Kangaroo Flat branches to help with laptop use in meetings and to create a working environment where managers can work onsite with their laptops.

The Castlemaine branch has piloted shifting their local files from a file server onsite to a Microsoft Teams file share in the cloud. This offers sharing of files, version history and greater security via our cloud backup solutions.

All Staff PD Day

On 20 March we welcomed all staff to our Professional Development Day held at Bendigo Library. A packed agenda included guest speakers, Library Plan strategy workshops, peer-to-peer learning opportunities and plenty of spot prizes to keep things interesting!

Feedback was very positive, with opportunities to participate throughout the day, the combination of in-house and external presenters, location, room set-up,

Library Plan Quarterly Report

January to March 2024

and overall value for the day all rated more than 4 out of 5.



Keynote speaker Brenda Matthews



A fresh take on strategic planning



A fresh take on strategic planning

Gender Equality

- Having signed-up to the CARE partnership (Collective Action for Respect and Equality) through Women's Health Loddon Mallee, staff had the opportunity to attend two important training sessions this quarter: Inclusive Workplaces and Gender Equality is Everybody's Business.

- We also started work on developing a Gender Equality Action Plan and integrating Equity Impact Assessments into projects across our service, beginning with key HR policies.

SIG on the road

Gemma and Jess, current co-convenors of Public Libraries Victoria's Operations Special Interest Group, took the show on the road this quarter, hosting a statewide gathering and tour at Phillip Island's new library and arts hub *Berninneit*. It was a great opportunity for operations managers to visit this high-tech site to discuss co-location and out of hours service models. The emerging Library of Things trend (our own Sustainable Home Kits and Heathcote Sports Equipment Library both on show) was also a key topic.



Gemma and Jess at Berninneit, Phillip Island's new library and arts hub.

Priority 8: A Sustainable Future

Collections

Our collections have expanded on sustainability opportunities in the past quarter with an overhaul completed of our book clubs, with many new sets added for borrowing through our rehousing program from our Read Now Collections.

Collections has also continued to make strides towards an eco-friendly collection with the continued adjustment to labelling, stickers and covering, with the aim of top tier quality, long lasting collection items and processing that are in line with our sustainability goals.

Library Plan Quarterly Report

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Our Read Now collection has also been extended to include our regional agencies, increasing the lifespan use of this collection while also increasing access to our library members in these more remote zones of our library service.

Programs

We have scheduled a number of workshops facilitated by A Fitting Connection whose aim is to collaboratively repurpose discarded textiles to keep them out of landfill. Workshops have included Rag Roping, Fabric Sun Printing, and Tee ReMade. As well as being creative and fun these workshops offer informal learning about how to combat textile waste.

We continued with a recycling theme for Library Lovers Day, upcycling old books to create paper roses, dictionary magnets and vintage bookmarks.

ALIA seed library blog

Our national body ALIA have a blog dedicated to sustainability initiatives in the library sector. Our blog post on sustainable home kits attracted ALIA's highest engagement levels with this site yet. We followed up this quarter with another post, spruiking the seed libraries we host at many of our sites across the region.

What is a seed library? Much like a traditional library, a Seed Library allows patrons to borrow from the collection. Instructions on how, when, and where to plant the seeds are provided; growers then nurture and eventually enjoy the produce. By allowing the plants to flower, the seeds can be collected and returned to the library for the next person or family to plant.

<https://green.alia.org.au/goldfield-libraries-give-two-green-thumbs-up-to-seed-sharing-initiative/>

Statistics overview

CoGB		
	Total this Quarter	Total YTD
Loans including e-library	95,656	317,826
Visits in person	94,109	312,482
New members	991	3,056
Programs & events	186	771
Program attendance	6,917	30,893
Wi-Fi sessions	13,264	41,845
PC bookings	6,641	17,124

Loddon Shire		
	Total this Quarter	Total YTD
Loans including e-library	1,865	6,493
Visits in person	3,826	13,345
New members	34	86
Programs & events	28	86
Program attendance	158	934

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Macedon Ranges Shire		
	Total this Quarter	Total YTD
Loans including e-library	58,763	197,091
Visits in person	48,993	173,748
New members	488	1,433
Programs & events	221	902
Program attendance	8,578	22,654
Wi-Fi sessions	2,754	10,302
PC bookings	2,257	7,496

Mount Alexander Shire		
	Total this Quarter	Total YTD
Loans including e-library	30,155	101,659
Visits in person	23,035	82,680
New members	342	857
Programs & events	45	179
Program attendance	1,258	5,404
Wi-Fi sessions	3,916	12,448
PC bookings	2,222	7,265



To: The Board of the Goldfields Library Corporation
From: Mark Hands, CEO
Date: May 24, 2024
Re: Report 5.1: Adoption of GLC Budget for 2024-2025

Purpose

This report provides the Board with an update on the advertising of the draft 2023-2024 GLC Budget.

Background and Context

From April 9, 2024 to May 14, 2024, the Corporation's Draft Budget for 2024-2025 was advertised for public comment. The period for budget submissions closed on the 14th of May and no budget submissions were received.

Minor updates to fees for Inter Library Loan services.

An update to the Inter Library Loan (ILL) charges section is noted below. Updated fee schedules were sent by external providers for next financial year. This shift does not materially affect the budget as the number of ILL's in these categories is minor and the cost to GLC is neutral. (We simply pass on the cost to the patron). The below changes will be noted in Section 13, Schedule of Fees and Charges:

ILLs from Victorian Public Libraries cost \$2.00.

ILLs from the Victorian State Library cost \$12.00 and must be read in the library.

ILLs from NSW Public Libraries cost \$12.00, including postage.

ILLs from University and Special Libraries including The National Library of Australia cost \$32.40 + \$10.00 postage.

Items returned after the due date incurs a fine.

Recommendation

That the 2024-2025 budget, with changes to Inter Library Loan fees as noted, be adopted by the Board and the Chief Executive Officer be authorised to give public notice and notice to the Minister for Local Government of this decision to adopt the Budget, in accordance with Section 130(2) & (3) of the Local Government Act 1989.



NORTH CENTRAL GOLDFIELDS REGIONAL LIBRARY
CORPORATION TRADING AS
GOLDFIELDS LIBRARY CORPORATION

2024 / 2025 BUDGET



Contents

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9. Statement of Changes in Equity
10. Statement of Cash Flows
11. Analysis of Budgeted Statement of Cash Flows
12. Analysis of Budgeted Capital Works Budget
13. Schedule of Fees and Charges
14. Public Notice of the Prepared Draft Budget

1: INTRODUCTION

The North Central Goldfields Regional Library Corporation (trading as Goldfields Library Corporation [GLC]), was established in January 1996 to provide library services for the City of Greater Bendigo (CoGB), Loddon Shire Council (LSC), Macedon Ranges Shire Council (MRSC) and Mount Alexander Shire Council (MASC).

The GLC is a Library Corporation under section 196 of the Local Government Act 1989.

Based along the Calder Highway, the service covers an area of 12,979 square kilometres and is one of the largest library regions in the state of Victoria. GLC has approximately 52.6 EFT (including casuals) and reaches a population of approximately 200,000. There are almost 300,000 items in the collection including an increasing number of electronic resources. The Corporation's libraries support around 1.2-1.4 million visitors per year, 1.3 million collection utilisations, 50,000 public internet sessions, 80,000 wireless internet sessions and more than 100,000 information enquiries.



The GLC comprises nine library branches - Bendigo, Castlemaine, Eaglehawk, Gisborne, Heathcote, Kangaroo Flat, Kyneton, Romsey and Woodend. The Corporation also provides Library Agency services, working with partners in community hubs in; Axedale, Boort, Dingee, Elmore, Inglewood, Pyramid Hill, Tarnagulla and Wedderburn. A Home Library Service for housebound patrons also operates across the region.

The Corporation is governed by a Board that establishes strategic direction. The four member Councils Board have two representatives each, one Councillor and one officer. The Chief Executive Officer reports to the Library Board and is responsible for the management of the Corporation.

The Corporation is funded by the four member Councils (approximately 75%), the State Government (approximately 20%) and other income sources (approximately 5%).

Council funding is based on an amount collectively agreed to as part of the Service and Funding Agreement. The State Government funding is calculated primarily on a per capita basis. The State Government specifies a number of conditions on the grant, including annual reporting requirements, free core library services and reciprocal membership of all other Victorian public libraries.

The Corporation explores alternative sources of funding and endeavours to make Governments aware of the importance of funding for libraries.

The budget is presented in a format which demonstrates the proposed 2024/25 Operating result and forecast Operating result for the 2023/24 Budget. A Budgeted Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, and Statement of Capital Works are provided.

2: THE LIBRARY PLAN

The Library Plan provides a series of key priorities that are based around the outcomes of our Member Council Plans and State Government Regional Partnership Priorities. They are also linked to Council Health and Wellbeing Frameworks, with the underlying principles of the Five Ways to Wellbeing utilised as a framework to support investment and resource allocation. The following pages provide key messages and priorities outlined in the plan.



OUR FOCUS IS YOUR WELLBEING

The Five Ways to Wellbeing is an internationally recognised, yet simple approach that supports positive mental and physical health and is backed by extensive research.

Goldfields Libraries embraces this approach and has these five simple actions as a guide to our mission and commitment to you.

<p>CONNECT with the people around you – family and friends, at home, at work, in the local community.</p> <p>THE LIBRARY is a place where you can feel safe, relaxed, and welcomed with a warm smile and a chat. You can catch up with friends and family or with people who have similar interests. Book clubs, knitting groups or just hanging out after school– it’s all good.</p>	<p>LEARN something new or reignite an old interest. Sign up for a course or attend a free seminar. Challenge yourself and don’t worry about failing.</p> <p>THE LIBRARY is all about being curious and learning, with accessible information and no tests at the end!. Learn at your pace, mistakes are welcomed. Read a book, attend a program, ask questions or access information on the internet.</p>	<p>TAKE NOTICE of the world around you. Be curious, remark on the unusual and savour the moment.</p> <p>THE LIBRARY is a place where you can explore the world at your pace in your own way. We want to encourage creativity and curiosity and can help open doors to many worlds and ways of being and seeing.</p>	<p>BE ACTIVE by doing what you can, step outside, find joy in movement. Discover the activity you enjoy, that suits you, and make it a habit.</p> <p>THE LIBRARY will help with information on health – healthy eating, physical activity, how to connect. We also run physical activity classes as part of our programs where you can come and just have a go.</p>	<p>GIVE by contributing to something or helping someone. Create connection with people around you by joining a community group. Thank someone. Smile.</p> <p>THE LIBRARY hosts many community groups that make significant contribution for their communities. We foster creativity, contribution and connection and want to welcome you to the library as a safe and friendly place.</p>
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You can learn more about the five ways to wellbeing at 5waystowellbeing.org.au

3

As part of the Library Pan, we provide connection and alignment between library priorities and our member Council, and Regional Partnership priorities.

WE WORK ALONGSIDE OUR COUNCILS

Our Library Plan is informed by the priorities of our four member councils and of Regional Development Victoria's Loddon Campaspe Regional partnership, as they relate to libraries.

<p>Library Priorities</p> <p>Children and Young People – supporting childhood and adolescent development</p> <p>Lifelong Learning – encouraging learning at any age or stage</p> <p>Safety and Inclusion – a safe, welcoming and accessible service</p> <p>A Sustainable Future – playing our part in action against climate change</p> <p>An Informed Community – an engaged, creative, informed community</p> <p>Connecting People – providing opportunity for connection both digital and physical</p> <p>Respecting First Nations Peoples and Culture – celebrating our nation's first culture</p> <p>A Learning Organisation – learning and growing with our community</p>	<p>Regional Partnership Priorities</p> <p>A Growing Economy – A strong, diverse economy that enables people to actively contribute to their community</p> <p>Healthy Heart of Victoria – Active communities, healthy settings and productive lives at all stages</p> <p>Create the Best Start for Every Child – Families and communities that give children the best start in life</p> <p>Youth Our Critical Asset – Safe, supported and engaged young people</p> <p>A Great Environment to Live – Our culture, heritage and environment is protected and enjoyed</p> <p>A Connected Region – All people in the Loddon Campaspe Region benefit from economic activity and access to services</p>
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COUNCIL PLAN PRIORITIES			
<p>MACEDON RANGES</p> <p>Connecting communities: Council will maintain buildings and open spaces in our built environment in a financially, environmentally and socially sustainable way.</p> <p>Healthy environment, healthy people: Council aims to support mental health, prevent violence against women, and improve healthy lifestyles, social connection and inclusion, community safety, and arts and culture.</p> <p>Business and tourism: Council will provide an economic environment that promotes information technology and communications, and employment opportunities.</p>	<p>MOUNT ALEXANDER</p> <p>Community is connected to each other.</p> <p>Inclusive community where everybody has access to services.</p> <p>Preserving natural environment means living sustainably and caring for country.</p> <p>A vibrant place that draws upon its creative spirit.</p>	<p>LODDON</p> <p>Liveability: Develop attractive, vibrant and well served communities.</p> <p>Economic Prosperity: Support the development of a prosperous and diverse economy.</p> <p>High Performance Organisation: Frameworks which enable sound decision making.</p> <p>Population: Grow and invigorate Loddon population</p>	<p>GREATER BENDIGO</p> <p>Healthy, liveable spaces and places.</p> <p>Aboriginal reconciliation.</p> <p>A climate resilient built and natural environment.</p> <p>A vibrant, creative community.</p> <p>A safe welcoming and fair community.</p>

3: STATISTICAL OVERVIEW

The three year statistical overview covering the last three financial years of operating results continues to reflect the recovery from closures and limited opening during the pandemic. Recovery began as libraries fully re-opened in the second half of the 21/22 financial year and usage rates have continued to steadily increase across key areas. Visits, computer access, Wi-Fi usage and program attendance all continued to trend upwards toward pre-pandemic levels.

Indicator	2020/21	2021/22	2022/23	% change since last year	% change over last 3 years
Population - regional (ABS ERP)	198,468	200,662	202,704	1%	2%
Library opening hours weekly	334	336.5	334	0%	0%
Agency opening hours weekly	120	132.75	128.5	-3%	7%
Library floor space* (m²)	6,176	6,176	6,176	0%	0%
Staff EFT	49.2	50.2	52.0	4%	6%
Collection items	265,548	222,931	223,199	0%	-16%
Public access internet computers	137	137	138	1%	1%
Activity					
Visits	655,475	737,852	997,145	35%	52%
Members	67,785	65,062	61,781	-5%	-9%
Collection utilisation	1,217,157	1,229,187	1,240,404	1%	2%
Computer bookings	25,800	28,406	36,672	29%	42%
Wireless internet access	34,143	50,147	64,746	29%	90%
Program attendance	50,209	45,364	69,781	54%	39%
Number of programs	1,176	1,662	2,223	34%	89%
Expenditure					
Total operating expenditure	\$5,303,224	\$5,543,393	\$6,033,707	9%	14%
Total capital expenditure	\$718,640	\$1,019,144	\$684,334	-33%	-5%
Capital expenditure on collections	\$594,576	\$525,228	\$528,529	1%	-11%
Total collections expenditure	\$999,420	\$939,038	\$935,010	0%	-6%
Total expenditure (excludes depreciation)	\$6,021,864	\$6,562,537	\$6,718,041	2%	12%
Cost of Service					
Cost per loan	\$4.95	\$5.34	\$5.42	1%	9%
Cost per visit	\$9.19	\$8.89	\$6.74	-24%	-27%
Activity per Capita					
Loans per capita	6.1	6.1	6.1	0%	0%
Visits per capita	3.3	3.7	4.9	32%	48%
Activity per Staff Member					
Loans per EFT staff member	24,739	24,542	23,854	-3%	-4%
Visits per EFT staff member	13,323	14,698	19,176	30%	44%
Activity per Opening Hour					
Loans per operating hour*	70	70	69	-1%	-1%
Visits per operating hour*	38	42	56	33%	47%

*Excludes Agencies

Also important to note is the comparative scale, value for money and performance of Goldfields Library Corporation on a statewide basis. The following table and description provides a statistical overview and comparative ranking of GLC within a service review of 50 public library services across Victoria. Generally, our scale

Activity	Ranking	Number
Population	10 th largest	202,704
Area serviced in square kilometres	6 th largest	12,974
Loans	9 th highest	1,240,404
Turnover rate of digital collection items	1 st	17.6 loans per item
Number of physical collection items	11 th largest	223,199
Physical library visits	9 th highest	731,699
Library visits per staff member	4 th highest	13,806 visits
No of program attendees	6 th highest	69,781 attendances
Total members	11 th highest	61,781
Active members and borrowers	8 th highest	32,845
Opening hours per week	6 th highest	455 hours per week
Number of static branches	6 th highest	9 branches (excludes agencies)
Gb downloads using pc or Wi-Fi	3 rd highest	224 Gb per 1000 population
Council income as a percentage of total income	32 nd lowest	73 percent
Operating expenditure per capita	10 th lowest	\$32.71
Income from Council total	14 th highest	\$5.45 million
Staffing EFT	16 th position	52 EFT staff

4. : BUDGET PROCESS

This section describes the budget processes undertaken in order to adopt the Budget in accordance with the *Local Government Act 2020* (the Act) and *Local Government (Planning and Reporting) Regulations 2014* (the Regulations).

Under the Act, the Corporation is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the fees and charges that the Corporation intends to levy as well as a range of other information required by the Regulation which support the Act.

The 2023/24 Budget, which is included in this report, is for the year 1 July 2023 to 30 June 2024 and is prepared in accordance with the Act and Regulations. The budget includes the Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Human Resources and Statement of Capital Works.

These statements have been prepared for the year ending 30 June 2024 in accordance with the Local Government Act and Regulations, and consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards. The budget also includes information about the fees and charges, the capital works program to be undertaken, the human resources required, and other financial information the Corporation requires in order to make an informed decision about the adoption of the budget.

In advance of preparing the budget, there is a review and update to the Corporation's long term financial projections. Financial projections for at least four years are ultimately included in the Corporation's Strategic Ten Year Financial Plan, which is the key medium-term financial plan produced by the Corporation on a rolling basis.

The draft budget is placed on public exhibition seeking submissions from the community. Any person has a right to make a submission on any proposal contained in the Budget under Section 223 of the Act.

The final step is for the Board to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted and a copy submitted to the Minister by 30 June 2024.

The key dates for the budget process are summarised in the table below.

Budget process	Timeline
Budget and 10-year forecast presented to Finance Subcommittee	9 February 2024
Draft Budget and 10 year forecasts presented to Finance Subcommittee	15 March 2024
Draft Budget for advertising presented to Library Board	22 March 2024
Draft Budget Advertised for Public Comment / Submissions	1 April 2024
Submissions Received in 28 day period from date of advertising	3 May 2024
Submissions Considered/ Heard (Special Board meeting if required)	17 May 2024

Board meeting to consider submissions and to adopt budget	24 May 2024
Adopted budget submitted to the Minister for Local Government	3 June 2024

5: BUDGET PRINCIPLES

The 2024/25 budget has been prepared incorporating the following principles:

- A budget that maintains service levels in spite of difficult economic conditions but draws on accumulated reserve funds and Council contributions to ensure a quality service for community.
- All expenditure has been thoroughly reviewed based on previous budgets and forecasts.
- The increase in employee costs is associated with the negotiated Enterprise Agreement and normal movements within banding.
- State Government has effectively decreased funding to libraries and the impact of this has been considered over several financial years. Advocacy across the sector for fair and reasonable increases in funding to match inflation are underway.
- Review of service levels to achieve a financially sustainable service has been undertaken with a conscious decision to maintain service levels currently in an environment where funding from state Government has not met budget expectations.
- Operating income has been reviewed to ensure accuracy in relation to fees and charges.
- The budget is a statement of intent and, based on volatility in social and economic sectors expected in the 24/25 Financial Year, resources may need to be redistributed.
- The budget has been developed through the equity lens of the GLC, keeping in mind principles of supporting and encouraging sustainability.
- The budget is developed in order to implement the library plan priorities, with a focus on investment that delivers on these key areas:

Children and Young People

Supporting children, their curiosity, and their joy of reading. So much development happens in the early years of life and we will apply best practice through library services specifically tailored for our youngest citizens. We will welcome and present opportunities for young people to have a voice, as they move toward adulthood.

Lifelong Learning

Engaging with people on their learning journey. We will support those involved in school-based or self-directed learning. We want people use the library at any stage in life- and to have fun doing it! We will encourage different ways to learn and create at any age or ability level. Big dreams or small achievements can all start with us.

Safety and Inclusion

Offering safe spaces and resources that let people know they are important and at the centre of our service. We encourage a sense of library community and facilitate

respectful interactions in our shared spaces – people relax in our libraries. We want to keep improving functional access to our libraries for people of all ages, abilities, cultural backgrounds and identities.

An Informed Community

Offering information that enhances literacy beyond reading that includes health, financial, digital, environmental and cultural.

We will help connect people with information in a variety of ways – inside our libraries, reaching outside our libraries through other services and places, and through our digitally based resources.

Connecting People

Creating opportunities for people to socialise and share ideas, culture and stories.

We will provide avenues for both personal and virtual connection through our programs, spaces and technology. We offer an antidote to isolation and loneliness.

Respecting First Nations Peoples and Culture

Building knowledge of and relationships with First Nations Peoples and culture. We will introduce appropriate signage and cultural references into our spaces as well as deliver programs and collections that celebrate the stories and traditions of Aboriginal and Torres Strait Islander people.

A Learning Organisation

Learning from and with our communities to develop skills, innovation and new approaches. Our team are high performing professionals and continue challenging themselves to extend knowledge and experiences. We will focus on being transformative and significant to our communities.

A Sustainable Future

Working toward a positive and sustainable future with our communities. We will provide opportunities to understand the local and global environment, learn about sustainability innovations and empower community to take action to mitigate climate change. And protect our natural environment We commit to sustainable use of resources for our operations.

FINANCIAL STATEMENTS

6. COMPREHENSIVE INCOME STATEMENT

	Comprehensive Income Statement For the four years ending 30 June 2028				
	Forecast	Budget	Strategic Resource Plan		
	Actual 2023/24 \$	2024/25 \$	2025/26 \$	Projections 2026/27 \$	2027/28 \$
Income					
Member Contributions	5,644,987	5,800,224	5,959,730	6,123,623	6,288,961
Grants - Operating	1,523,294	1,478,364	1,478,364	1,478,364	1,478,364
Grants - Capital	289,496	54,000	54,000	54,000	54,000
User Fees and Charges	182,996	155,442	158,552	161,723	165,766
Interest	165,000	160,000	158,400	156,816	148,975
Other Income	68,775	26,460	26,989	27,529	28,217
Assets Received Free of Charge	8,386	2,040	2,080	2,122	2,176
Total Income	7,882,933	7,676,530	7,838,115	8,004,177	8,166,459
Expenses					
Employee Costs	5,557,285	5,650,216	5,796,475	5,972,325	6,080,008
Plant and Equipment Costs	395,598	393,357	362,773	371,652	380,944
Depreciation	1,192,218	926,000	942,450	959,194	976,037
Amortisation Leases	25,863	25,863	25,863	25,863	25,863
Administration and Maintenance Charges	541,086	707,607	524,582	538,390	550,812
Lease Expense	8,070	7,889	7,197	6,484	5,751
Other Expenses	424,661	432,544	442,182	452,054	463,130
Total Expenses	8,144,781	8,143,476	8,101,522	8,325,962	8,482,545
Surplus/(Deficit) for the year	(261,848)	(466,946)	(263,407)	(321,785)	(316,086)
Total Comprehensive Result	(261,848)	(466,946)	(263,407)	(321,785)	(316,086)

7. ANALYSIS OF COMPREHENSIVE INCOME STATEMENT

This section of the budget analyses the expected revenue and operating expenditure of the Corporation for the 2024/25 year.

Income / Revenue

Income is made up of the following; Member Council Contributions, grants – operating (state government), grants – capital (state government), user fees, charges, interest, other income and assets received free of charge.

I. Member Council Contributions

The Budget is prepared on a base contribution of \$27.94 per capita from the four member Councils for the provision of library services. This is approximately \$5.00 less per capita than the average service contribution (based on 22-23 figures collated by Public Libraries Victoria). Member Councils cover maintenance and utility costs directly associated with operating the library buildings. Population figures are based on ABS statistics and estimated resident population at June 2023. The requested increase in funding is matched to the rate cap of 2.75 percent.

Member Council	2022/23 at \$27.49 per capita	2023/24 at \$29.44 per person	2024/25 \$27.94 per capita	ABS ERP Population 30/6/2023
City of Greater Bendigo	\$3,297,881	\$3,410,916	\$3,529,749	126,438
Loddon Shire	\$205,410	\$217,875	\$216,454	7,748
Macedon Ranges Shire	\$1,401,036	\$1,447,484	\$1,479,948	52,975
Mount Alexander Shire	\$549,766	\$568,711	\$574,072	20,549
Totals	\$5,454,093	\$5,644,987	\$5,800,223	207,620

II. Grants - State Government

The State Government grant estimate is based on ABS estimated population figures, with minor adjustments for areas with a growing or declining population. State Government funding is distributed based on population percentages throughout the member Councils. The 23/24 financial year saw no rise in funding from State Government for the first time in recent history. Funding for 2024/25 has been calculated based on the actual funding received from the State Government in 23/24, with the expectation that State Government will continue to freeze funding levels. Ultimately this means the Corporation and member Councils picks up the 'gap' in funding to maintain the service to community and this is not sustainable.

The State Government grant is allocated across all library services.

Grant - State Government (estimate based on previous years)	2022-2023 Actual	2023-2024 Actual	2024-2025 Budget
Core funding & Local Priorities	\$1,478,364	\$1,478,364	\$1,478,364

III. User Fees and Charges:

Forecast income of **\$155,442** which includes; charges for printing, photocopying, book recovery (lost and damaged collection items), Room Bookings at the Bendigo Library and interlibrary loans. It also includes \$95,503 from the City of Greater Bendigo for the operation of the Bendigo Regional Archives Centre at the Bendigo Library.

The Bendigo Regional Archives Centre (BRAC) is located within the Bendigo Library and the Nolan street repository and commenced operation in 2009. The Corporation manages and operates the BRAC through funding provided by the City of Greater Bendigo and services provided by the Public Records Office of Victoria (PROV).

IV. Interest

Forecast income of \$160,000 in interest on investments including interest on available cash throughout the year and interest on bequests. Interest on bequests build the funds available for specified operational items only and is not available as general library revenue. Cash funds and cash requirements are reviewed on a regular basis to identify funds available and required to meet the Corporation's obligations and surplus cash funds are identified for investment availability.

V. Other Income

Forecast income of \$26,460 from sundry charges and materials

VI. Assets Received Free of Charge

Forecast income of \$2,040 from donated collection items / resources.

Operating Expenditure

Operating expenses are made up of the following; Employee Related Costs, Plant and Equipment Costs, Depreciation, Administration and Maintenance and Other Expenses.

I. Employee Related Costs

\$ 5,648,092 - Covers salaries, leave loading, sick leave, public holidays, employer superannuation contributions, Long Service Leave, WorkCover premium, Fringe Benefit Taxes and staff training and travel allowances.

The total staffing costs include Enterprise Agreement (EA) increments and the movement of staff within their Bands.

The staffing allotment allows for the delivery of library services and corporate services such as; information technology support for the extensive network of computers etc., collection acquisition and management, community engagement and programming, communications and promotion, governance and human resource support.

II. Plant and Equipment Cost

\$ 393,357 includes; vehicle operating expenses, automated systems maintenance, general equipment purchases, ABN cataloguing, general maintenance, photocopier lease and other plant operating expenses.

III. Depreciation

\$ 926,000 includes; the depreciation of collection resources, plant and vehicles, information technology equipment and furniture and equipment. Depreciation is a non-cash item which is included in operating expenditure and then removed from the budget to obtain the cash result. Depreciation has no cash impact on the budget but is a measure of ongoing renewal and replacement costs for assets over time.

IV. Administration and Maintenance Charges

\$ 707,607 includes; finance and administration charges, insurances, headquarters lease, eResources, consultant fees and human resources. eResources have historically been included in this budget as per accounting practices. Additional funds have been set aside in

the 24/25 financial year for legal and consulting costs related to the Corporations need to transition to a new governance framework.

eResources costs have increased and now include the purchase of all electronic resources including eMagazines, eAudio and eBooks. Demand for these resources is growing in conjunction with internet use and improvements to the eLibrary. eResources are funded from the allocation received from the State Government. Insurance costs have also continued to escalate at higher than general inflation levels.

V. Lease Expense

\$7,889 covers costs of leasing facilities

VI. Other Expenses

\$ 423,544 includes; postage, advertising, marketing and promotions, children's and adults programs, printing and stationary, newspapers and magazines, internet expenses, processing supplies, freight, travelling, library agency leases, inter library loans, audit fees, bank charges, cleaning, first aid and recycling.

8. BALANCE SHEET



Balance Sheet For the four years ending 30 June 2028

	Forecast	Budget	Strategic Resource Plan		
	Actual 2023/24 \$	2024/25 \$	2025/26 \$	Projections 2026/27 \$ 2027/28 \$	
Assets					
Current Assets					
Cash & Cash Equivalents	4,706,682	4,268,267	4,060,892	3,837,851	3,603,093
Trade and Other Receivables	54,477	65,372	73,696	55,767	78,075
Other Assets	138,288	100,323	107,346	128,815	115,933
Total Current Assets	4,899,446	4,433,961	4,241,934	4,022,433	3,797,101
Non-Current Assets					
Plant, Resources and Equipment	2,809,868	2,863,572	2,835,595	2,799,874	2,841,529
Right of Use Assets	284,490	258,628	232,765	206,902	181,039
Total Non-Current Assets	3,094,358	3,122,200	3,068,360	3,006,776	3,022,568
Total Assets	7,993,804	7,556,161	7,310,294	7,029,209	6,819,669
Liabilities					
Current Liabilities					
Trade and Other Payables	79,000	110,600	112,813	118,451	142,142
Trust Funds	-	2,659	1,861	1,675	-
Provisions	1,546,275	1,530,813	1,561,428	1,655,114	1,752,983
Lease Liabilities	24,218	24,910	25,624	26,355	27,110
Total Current Liabilities	1,649,493	1,668,981	1,701,726	1,801,595	1,922,235
Non-Current Liabilities					
Provisions	173,628	208,353	218,771	185,956	198,972
Lease Liabilities	283,736	258,825	233,202	206,847	179,736
Total Non-Current liabilities	457,364	467,178	451,973	392,803	378,709
Total Liabilities	2,106,857	2,136,158	2,153,699	2,194,398	2,300,944
Net Assets	5,886,948	5,420,003	5,156,595	4,834,811	4,518,726
Equity					
Member Contributions	2,466,638	2,466,638	2,466,638	2,466,638	2,466,638
Asset Revaluation Reserve	-	-	-	-	-
Plant & Equipment Reserve	157,918	137,918	172,918	122,918	122,918
Bendigo Local History Bequest Reserve	381,650	344,280	346,090	327,930	309,811
Castlemaine Art Book Bequest Reserve	84,851	83,851	84,251	84,251	84,051
Development Initiative Reserve	-	-	50,000	100,000	40,000
Defined Benefits	500,000	500,000	500,000	500,000	500,000
Accumulated (Deficit) / Surplus	2,295,891	1,887,315	1,536,698	1,233,073	995,307
Total Equity	5,886,948	5,420,002	5,156,595	4,834,810	4,518,726

9. STATEMENT OF CHANGES IN EQUITY



Statement of Changes in Equity For the four years ending 30 June 2028

	Total	Member Contributions	Accumulated Surplus (deficit)	Revaluation Reserve	Other Reserves
	\$	\$	\$	\$	\$
2023/2024 Forecast Actual					
Balance at beginning of the financial year	6,148,796	2,466,638	2,558,839	-	1,123,319
Surplus/(deficit) for the year	(261,848)	-	(261,848)	-	-
Net asset revaluation increment/(decrement)	-	-	-	-	-
Transfer to other reserves	-	-	-	-	-
Transfer from other reserves	-	-	-	-	-
Balance at end of the financial year	5,886,948	2,466,638	2,296,991	-	1,123,319
2024/2025 Budget					
Balance at beginning of the financial year	5,886,948	2,466,638	2,295,891	-	1,124,419
Surplus/(deficit) for the year	(466,946)	-	(466,946)	-	-
Net asset revaluation increment/(decrement)	-	-	-	-	-
Transfer to other reserves	-	-	(232,550)	-	232,550
Transfer from other reserves	-	-	70,200	-	(70,200)
Balance at end of the financial year	5,420,002	2,466,638	1,666,595	-	1,286,769
2025/2026					
Balance at beginning of the financial year	5,420,002	2,466,638	1,666,595	-	1,286,769
Surplus/(deficit) for the year	(263,407)	-	(263,407)	-	-
Net asset revaluation increment/(decrement)	-	-	-	-	-
Transfer to other reserves	-	-	(32,630)	-	32,630
Transfer from other reserves	-	-	20,200	-	(20,200)
Balance at end of the financial year	5,156,595	2,466,638	1,390,758	-	1,299,199
2026/2027					
Balance at beginning of the financial year	5,156,595	2,466,638	1,390,758	-	1,299,199
Surplus/(deficit) for the year	(321,785)	-	(321,785)	-	-
Net asset revaluation increment/(decrement)	-	-	-	-	-
Transfer to other reserves	-	-	(81,810)	-	81,810
Transfer from other reserves	-	-	65,200	-	(65,200)
Balance at end of the financial year	4,834,810	2,466,638	1,052,364	-	1,315,809
2027/2028					
Balance at beginning of the financial year	4,834,810	2,466,638	1,052,364	-	1,315,809
Surplus/(deficit) for the year	(316,086)	-	(316,086)	-	-
Net asset revaluation increment/(decrement)	-	-	-	-	-
Transfer to other reserves	-	-	(51,840)	-	51,840
Transfer from other reserves	-	-	70,200	-	(70,200)
Balance at end of the financial year	4,518,726	2,466,638	754,637	-	1,297,449

10. STATEMENT OF CASH FLOWS



Goldfields
Library
Corporation

Statement of Cash Flows For the four years ending 30 June 2028

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$	\$	\$	\$	\$
	Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)
Cash Flows from Operating Activities					
Employee Related Costs	(5,507,916)	(5,628,295)	(5,758,644)	(5,906,000)	(5,958,952)
Plant and Equipment Costs	(435,158)	(390,932)	(402,913)	(432,433)	(404,869)
Administration and Maintenance Charges	(592,965)	(777,607)	(576,256)	(591,424)	(605,894)
Lease Interest	(14,582)	(32,800)	(32,820)	(32,839)	(32,861)
Other Expenses	(457,100)	(441,039)	(485,184)	(497,259)	(495,582)
GST paid on Investing Activities	(89,476)	(97,766)	(91,239)	(92,135)	(101,551)
GST submitted to the ATO	(770,724)	(750,359)	(766,931)	(786,317)	(799,300)
Member Contributions	6,209,485	6,380,246	6,555,703	6,735,985	6,917,857
Grants - Operating	1,675,623	1,626,200	1,626,200	1,626,200	1,626,200
Grants - Capital	318,446	59,400	59,400	59,400	59,400
User Fees, Charges and Fines	198,761	159,001	165,249	197,617	157,804
Interest	165,000	160,000	158,400	156,815	148,975
Other Revenue	75,653	29,106	29,688	30,282	31,040
GST received from the ATO	224,496	244,092	224,362	230,419	238,492
Net cash provided by/(used in) Operating Activities	999,541	539,248	705,016	698,310	780,758
Cash Flows from Investing Activities					
Payment for Plant, Resources and Equipment	(894,759)	(977,664)	(912,391)	(921,352)	(1,015,516)
Net cash provided by/(used in) Investing Activities	(894,759)	(977,664)	(912,391)	(921,352)	(1,015,516)
Net Increase/(Decrease) in cash & cash equivalents	104,782	(438,415)	(207,375)	(223,042)	(234,758)
Cash & cash equivalents at the beginning of the financial year	4,601,900	4,706,682	4,268,267	4,060,892	3,837,850
Cash & cash equivalents at the end of the financial year	4,706,682	4,268,267	4,060,892	3,837,850	3,603,092

Note: the statement of cash flows includes GST, the other statements do not.

ANALYSIS OF BUDGETED STATEMENT OF CASH FLOWS

This section of the budget analyses the expected cash flows from the operating, investing and financing activities for the 2024/25 year, that constitute the budgeted cash flow position. Budgeted cash flows is a key factor in ensuring the Corporation can meet its strategic and financial commitments and provides a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

Cash Flows from Operating Activities refers to the cash generated by or used in the normal service delivery functions of the Corporation. It excludes capital purchases.

Net Cash provided by (Used In) Investing Activities is the attribution of capital purchases (i.e. non-operational) and the sale of capital items, if any.

Cash and Equivalents at the End of the Year is the anticipated cash held at the end of the 2024/25 year.

Restricted Funds and Working Capital in relation to the cash flow statements show that the Corporation is estimating at 30 June 2025 it will have restricted cash and cash equivalents of **\$ 1,977,710** which are restricted as follows:

Employee benefits and Long Service Leave **\$853,291**.

These funds are separately identified as restricted to ensure there are sufficient funds to meet the Corporation's obligations as set out in the former Local Government (Long Service Leave) Regulations 2002 as determined by the Library Board.

Restricted cash includes monies received from two bequests as follows;

- **\$ 84,851**: Castlemaine Art Books bequest which includes interest on the original bequest
- **\$ 381,650** Bendigo Library Local History bequest which includes interest on the original bequest

Restricted cash includes monies set aside in a reserve account to assist with the purchase (replacement) of capital items as follows;

- Plant Replacement of **\$ 157,918** for vehicles and other equipment.

Defined Benefits **\$ 500,000**

The Corporation has set aside **\$ 500,000** for future Defined Benefits payment as previously determined by the Library Board. A call for payment was made during the Global Financial Crisis and the Corporation was required to pay approximately \$750,000. A further call may be required based on economic implications, however this is unknown at this point.

After restricted cash amounts are removed, the Corporation remains in a financially favourable position with an expected unrestricted cash position of **\$2,290,557**

11. STATEMENT OF CAPITAL WORKS



Statement of Capital Works For the four years ending 30 June 2028

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$	\$	\$	\$	\$
Resources	1,098,633	703,210	723,802	744,780	766,331
Plant and Vehicles	-	50,000	45,000	50,000	-
Information Technology	130,000	191,300	132,613	133,939	285,279
Furniture and Equipment	25,901	36,921	37,659	38,412	39,181
Total Capital Works Expenditure	1,254,534	981,431	939,074	967,131	1,090,791
Expenditure types represented by:					
Renewal	1,254,534	981,431	939,074	967,131	1,090,791
New Assets	-	-	-	-	-
Total Capital Works Expenditure	1,254,534	981,431	939,074	967,131	1,090,791

12. ANALYSIS OF STATEMENT OF CAPITAL WORKS

This section of the budget analyses the expected capital expenditure of the Corporation for the 2024/25 year.

Expenditure Capital

I. Capital Resources: \$ 703,210

Expenditure under this item relate specifically to the library collection resources component of the budget. Loan and non-loan materials that are subject to depreciation are included in this area. In addition to Capital Expenditure, the Corporation expects to receive resources valued at \$2,000 free of charge from public donations.

New, current and popular titles have a significant impact in all the Goldfields Libraries, and GLC has worked hard to improve turnover rates and reduce wait times for borrowers over the last two years.

Capital Resources include books, audio-visual resources and devices and DVDs. Excluded are non-capital items such as newspapers, periodicals and e-resources. The Corporation continues to focus on improving the collection via regular evaluation and upgrading whilst maintaining the collections unique to the Goldfields area. The amount allocated for Capital Resources is funded from the specific allocation received from the State Government but is now requiring supplementation by Councils in order to maintain service levels based on reduced funding from State Government.

II. Plant and Vehicles:

No vehicles are due for replacement in the 24/25 financial year however, GLC is dependent on wait times for new vehicles so this may change based on specific delivery delays for new vehicles from the 23/24 financial year.

III. I.T. Capital Expenditure: \$ 191,300

Information Technology capital expenditure includes; network infrastructure, major computer hardware, servers, some minor hardware and other associated equipment.

The wide area network consists of over 160 computers and a complex array of associated equipment. The replacements this year will continue the rollout of solid-state hard drives and the replacement of servers to improve security and business continuity measures.

IV. Furniture and Equipment: \$ 36,921

This is an annually allocated amount for replacement of furniture and fittings to all sites.

13: SCHEDULE OF FEES & CHARGES

Schedule of Fees & Charges inclusive of GST, as it applies.		
Products and Services	2024/25	
Overdue material Per Item Per Day	Nil	
Lost Items (after 56 days overdue)	Replacement cost plus \$6 administration & processing	
Replacement Cards	\$3.00	
Printing Per Page	\$0.20	
Photocopying - Colour (A4) and (A3) - B&W (A4) and (A3)	\$0.50 and \$1.00 \$0.20 and \$0.50	
Inter Library Loan (per item) Items ordered but not collected will still be charged the ILL fee.	<p>ILLs from Victorian Public Libraries cost \$2.00.</p> <p>ILLs from the Victorian State Library cost \$12.00 and must be read in the library.</p> <p>ILLs from NSW Public Libraries cost \$12.00, including postage.</p> <p>ILLs from University and Special Libraries including The National Library of Australia start at \$32.40, plus \$10.00 postage.</p> <p>Items returned after the due date incurs a fine.</p>	
Bendigo Library Room Hire		
<u>Community Rate</u>	<u>Full Day (9am – 6pm)</u>	<u>Session Rate (2 hour)</u>
Activity Room 1	\$150.00	\$52.00
Activity Room 2	\$120.00	\$40.00
Activity Area 1 & 2	\$240.00	\$64.00
Meeting Room 1	\$120.00	\$48.00
Meeting Room 2	\$100.00	\$40.00
Meeting Room 3	\$100.00	\$40.00
Video/ Teleconference Setup	Flat Rate \$200.00	Flat Rate \$200.00
Performance Space	Variable	Variable
Meeting Room 4	Variable	Variable
<u>Commercial Rate</u>		
Activity Room 1	\$250.00	\$70.00
Activity Room 2	\$200.00	\$50.00
Activity Area 1 & 2	\$400.00	\$100.00
Meeting Room 1	\$220.00	\$60.00
Meeting Room 2	\$200.00	\$50.00
Meeting Room 3	\$200.00	\$50.00

15: PUBLIC NOTICE IN RELATION TO BUDGET PROCESSES

In accordance with Section 127 (1) of the Local Government Act 1989 the Corporation must prepare a budget for each financial year commencing 1st July.

As soon as practicable after the Corporation has prepared its Budget, the Corporation must advertise via a public notice that the budget has been prepared. The notice must:

- (a) contain the prescribed particulars.
- (b) advise that copies of the budget are available for inspection on the library website and at the Corporation's libraries during normal business hours for at least twenty-eight days after the publication of the public notice;

The public notice will also include the date on which the Board will meet to adopt its Budget. A person may make a written submission on any proposal contained in the Budget, not more than twenty-eight days after the date on which the public notice is published.

After the Corporation has complied with this procedure under the Act, the Corporation may adopt the Budget. The Corporation must then give public notice that it has adopted the Budget. The Budget must be adopted by 30th June, 2024.

Proposed Public Notice of Preparation of Budget.

Notice of intention to adopt a budget pursuant to Section 127 (1) of the Local Government Act 1989. Copies of the Draft 2024-2025 Budget are available for inspection on the library website and at the libraries in; Bendigo, Castlemaine, Eaglehawk, Gisborne, Heathcote, Kangaroo Flat, Kyneton, Romsey and Woodend. Any person may make a written submission to the Board on any proposal contained in the Budget by 5 p.m. on Friday, 3 May 2024 and send to the address below. Submitters may request to be present at the meeting of the Board to be held on Friday, 24th May 2024, at 10.30 a.m.

Mark Hands

CHIEF EXECUTIVE OFFICER
North Central Goldfields Regional Library Corporation,
PO Box 887,
Bendigo, 3552.

Proposed Notice of Motion to Adopt the Corporation Budget

That the 2024-2025 Budget be adopted by the Corporation and the Chief Executive Officer be authorised to give public notice of this decision to adopt such Budget, in accordance with Section 130(2) & (3) of the Local Government Act 1989.

Proposed Public Notice of Adoption of Budget

In accordance with Section 130(9) of the Local Government Act 1989 notice is given that the Goldfields Library Corporation at its meeting held on Friday, 26th May 2023 at 3.00 pm adopted its Budget for the year July 1, 2024 to June 30, 2025.

Mark Hands

CHIEF EXECUTIVE OFFICER
Goldfields Library Corporation

**NORTH CENTRAL GOLDFIELDS
REGIONAL LIBRARY CORPORATION**

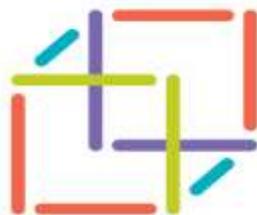
TRADING AS

GOLDFIELDS LIBRARY CORPORATION

FINANCIAL REPORT

FOR THE PERIOD

**1 JULY 2023
to
30-Apr-24**



**Goldfields
Library
Corporation**

North Central Goldfields Regional Library Corporation

Comprehensive Income Statement

For the Period Ended 30 April 2024

	Last Year	Year To Date				Forecast				
	Actual 2022/23	YTD Budget 2023/24	YTD Actual 2023/24	YTD Variance		Adopted Budget 2023/24	Forecast to 30 June 2024	Forecast to Budget Variance		Note
	\$	\$	\$	\$	%	\$	\$	\$	%	
Income										
Member contributions	5,454,093	5,644,987	5,644,986	(1)	(0%)	5,644,987	5,644,987	-	0%	
Grants - operating	1,493,370	1,523,294	1,692,860	169,566	11%	1,523,294	1,692,860	169,566	11%	1
Grants - capital	39,064	80,670	79,064	(1,606)	(2%)	89,000	79,064	(9,936)	100%	
User fees, charges and fines	199,834	142,599	187,029	44,430	31%	152,394	187,921	35,527	23%	2
Interest on investments	155,527	99,667	185,894	86,227	87%	119,600	200,000	80,400	67%	3
Other income	16,895	21,620	60,387	38,767	179%	25,941	66,078	40,137	155%	4
Non monetary contributions	6,120	-	10,636	10,636	100%	2,000	10,636	8,636	432%	
Net Gain on Disposal of Assets	-	-	-	-	0%	-	-	-	0%	
Total income	7,364,903	7,512,837	7,860,856	348,019	5%	7,557,216	7,881,546	324,330	-	
Expenses										
Employee costs	5,096,045	4,575,190	4,549,303	25,887	1%	5,411,309	5,584,353	173,044	3%	
Plant and equipment costs	390,894	344,714	411,110	(66,396)	(19%)	369,981	423,314	53,333	14%	5
Depreciation	897,378	993,516	691,703	301,813	30%	1,192,218	983,803	(208,415)	(17%)	6
Administration and maintenance charges	568,766	396,040	532,137	(136,097)	(34%)	488,956	552,573	63,617	13%	7
Amortisation - right of use assets	24,693	-	-	-	-	24,693	24,693	-	0%	
Finance costs - leases	8,687	-	-	-	-	8,070	8,070	-	0%	
Net loss on disposal of plant resources and equipment	-	-	-	-	-	-	-	-	0%	
Other expenses	351,103	347,386	302,991	44,395	13%	423,133	422,164	(969)	(0%)	
Total expenses	7,337,566	6,656,846	6,487,245	169,601	3%	7,918,360	7,998,970	80,610	1%	
Surplus/(deficit) for the period	27,337	855,991	1,373,612	517,621	60%	(361,144)	(117,423)	243,721	(67%)	

Notes

The Corporation has adopted a materiality threshold and explanations are provided for variances that are greater than \$20,000 and 10%.

- 1 Grants-operating: Received a \$75,000 grant to complete the outdoor courtyard in the Kangaroo Flat Library (of which \$40K relates to capital and \$35K operating), received a \$81,814 Seniors Literacy Grant, received a \$80,000 grant to relocate the Heathcote Library and received a \$10,000 grant for outdoor signage at the Kangaroo Flat Library. These grants were received in the 22/23 year but were not spent within the year.
- 2 User fees, charges and fines: Received unbudgeted funds of \$2,727 'Get Moving Funding', \$2,273 Gisborne Gazette Sponsorship and \$8,909 Heathcote Library Sports Equipment, \$1,007 Mt Alex Shire Sustainable House Kit funding, \$2,014 CoGB Sustainable House Kit funding, \$12,500 CoGB Healthy and safe workplaces and communities funding. Also, photocopying revenue is tracking \$10,000 above YTD budget.
- 3 Interest on investments: The favourable variance relates to an increase in term deposit interest rates.
- 4 Other income: Received unbudgeted workcover reimbursements of \$48,978.
- 5 Plant and equipment costs: The unfavourable variance is due to the purchasing of furnishings for the libraries that although purchased as a group, on a piece-by-piece basis have been allocated as minor equipment and therefore didn't get allocated to Capital 'Furniture and equipment'. As a result capital expenditure on 'Furniture and equipment' will run under budget.
- 6 Depreciation: decreased due to smaller physical collection base - the budget formula for depreciation will need to be reviewed for the 24/25 FY.
- 7 Administration and maintenance charges: The unfavourable variance relates to the timing of payments for eResources (database costs) which will align to the budget as the year progresses. Also, YTD expenditure on Consultants has exceeded the annual budget by \$53,000 as an independent contractor provided HR support. A corresponding reduction in staff costs will result.

North Central Goldfields Regional Library Corporation

Balance Sheet

As at 30 April 2024

Ref	Actual	Budget	YTD	YTD	Year on Year	
	2022/23	2023/24	Actual	Actual	Variance	
	\$	\$	\$	\$	\$	%
Assets						
Current Assets						
Cash and cash equivalents	1	4,601,900	3,924,382	5,690,896	6,071,468	380,572 7%
Trade and other receivables	2	52,172	11,207	45,349	(42,920)	(88,269) (195%)
Other assets	3	136,759	206,807	93,361	59,668	(33,693) (36%)
Total current assets		4,790,831	4,142,396	5,829,606	6,088,216	258,610 4%
Non-current assets						
Plant, resources and equipment	4	3,112,984	3,049,016	3,304,879	3,009,067	(295,812) (9%)
Right-of-use assets	5	296,310	271,618	321,002	296,309	(24,693) (8%)
Total non-current assets		3,409,294	3,320,634	3,625,881	3,305,376	(320,505) (9%)
Total assets		8,200,125	7,463,030	9,455,487	9,393,592	(61,895) (1%)
Liabilities						
Current liabilities						
Trade and other payables	6	60,769	145,284	113,790	130,197	16,407 14%
Unearned income/revenue	7	249,014	-	-	-	- 0%
Trust funds and deposits	8	-	2,659	812	-	(812) (100%)
Provisions	9	1,284,417	1,216,984	1,231,874	1,265,779	33,905 3%
Lease liabilities	10	22,191	22,191	-	-	- 0%
Total current liabilities		1,616,391	1,387,118	1,346,476	1,395,976	49,500 4%
Non-current liabilities						
Provisions	9	144,690	179,659	140,492	162,771	22,279 16%
Lease liabilities	10	290,248	290,248	334,011	312,437	(21,574) (6%)
Total non-current liabilities		434,938	469,907	474,503	475,208	705 0%
Total liabilities		2,051,329	1,857,025	1,820,979	1,871,184	50,205 3%
Net assets		6,148,796	5,606,005	7,634,508	7,522,408	(112,100) (1%)
Equity						
Member contributions	11	2,466,638	2,466,638	2,466,638	2,466,638	- 0%
<i>Reserves</i>						
Plant replacement reserve		177,918	117,918	157,918	177,918	20,000 13%
Art book bequest		85,051	82,429	84,733	87,436	2,703 3%
Defined benefits reserve		500,000	500,000	500,000	500,000	- 0%
Development Initiative Reserve		-	200,000	-	-	- 0%
Local history bequest		399,100	349,741	391,616	409,634	18,018 5%
Accumulated surplus/(deficit)		2,520,089	1,889,279	4,033,603	3,880,781	(152,822) (4%)
Total equity		6,148,796	5,606,005	7,634,508	7,522,408	(112,101) (1%)

Ref

- 1 Cash available and term deposits.
- 2 Interest receivable and GST receivable.
- 3 Prepaid expenditure.
- 4 Resources, Plant & Vehicles, Information Technology and Furniture & Equipment.
- 5 Rental of Headquarters office space.
- 6 Accounts payable, accrued expenditure, accrued employee related costs and GST Payable.
- 7 Grants received in advance - operating
- 8 Paid parental leave received and held in trust until paid to employee.
- 9 Employees leave provisions.
- 10 Liability for lease agreement for rental of Headquarters office space.
- 11 Member Contributions at establishment of the Corporation.

North Central Goldfields Regional Library Corporation

Statement of cash flows

For the Period Ended 30 April 2024

	Adopted Budget 2023/24 \$	YTD Actual 2023/24 \$
	Inflows/ (Outflows)	Inflows/ (Outflows)
Cash flows from operating activities		
Member contributions	6,209,485	6,209,485
Grants - operating	1,675,623	1,509,295
Grants - capital	97,900	39,064
User fees, charges and fines	161,894	201,856
Interest	119,600	134,550
Other revenue	28,536	66,426
Employee related costs	(5,391,153)	(4,569,294)
Plant and equipment costs	(427,660)	(429,078)
Administration and maintenance charges	(537,850)	(523,665)
Lease interest	(8,070)	-
Other expenses	(419,784)	(271,605)
Net GST payment	(617,104)	(320,315)
Net cash provided by/(used in) operating activities	891,416	2,046,718
Cash flows from investing activities		
Proceeds from sale of assets	-	-
Payment for plant, resources and equipment	(941,011)	(577,150)
Net cash provided by/(used in) investing activities	(941,011)	(577,150)
Net increase/(decrease) in cash and cash equivalents	(49,596)	1,469,569
Cash and cash equivalents at beginning of the financial year	3,973,977	4,601,900
Cash and cash equivalents at the end of the period	3,924,381	6,071,469

North Central Goldfields Regional Library Corporation

Statement of capital works

For the Period Ended 30 April 2024

	Last Year	Year To Date		Variance		Note
	Adopted Budget 2023/24	YTD Budget 2023/24	YTD Actual 2023/24	YTD Variance		
	\$	\$	\$	\$	%	
Resources	724,815	604,013	494,164	(109,848)	(18%)	1
Plant and vehicles	50,000	-	-	-	0%	
Information technology	130,000	108,333	65,015	(43,318)	(40%)	2
Furniture and equipment	36,197	30,164	17,970	(12,194)	(40%)	
	941,012	742,510	577,150	(165,360)	(22%)	

Notes

The Corporation has adopted a materiality threshold and explanations are provided for variances that are greater than \$20,000 and 10%.

- 1 Resources: The favourable variance relates to the timing of purchasing collections.
- 2 Information Technology: The favourable variance relates to timing - still expect to spend budget.

Mount Alexander

RECEIVED

Date: 30.4.24

To Roads Maintenance
Mt. Alexander Shire

From residents of Sinclairs Lane, Walmer
Between Lewis Rd and Carpenters Lane
May 1 2024

The condition of Sinclairs Lane south of Lewis Rd is deteriorating rapidly, and we would appreciate attention to it as soon as possible. Carpenters Lane is also in need.

1. It is becoming significantly corrugated
 2. The rock content of this section is significantly higher than other dirt roads, causing greater stress on vehicle tyres and suspension, even before corrugations occur.
- We would like better-screened material included in the surface of Sinclairs Lane if this was at all possible.

MURRAY WRIGHT



Murray Wright

Kerry Loder



K Loder

Dorothy Loder

D Loder

DOROTHY WRIGHT



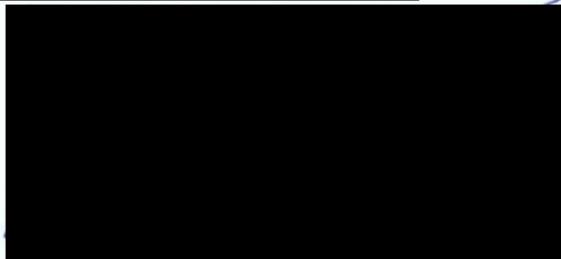
D Wright

JANNINE BENNETT



J Bennett

Deane Belfield



(B) Belfield

Marie Belfield

M Belfield

Lyn Nock

L Nock

DN Nock

Dean Nock



COVID fault sign

SARAH TAYLOR

S Taylor

REG WILSON

Reg Wilson

Emma Hamilton



E Hamilton

Patricia Hill

P Hill

Grace Hill

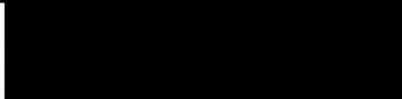


Hill

Jemma Ketteridge

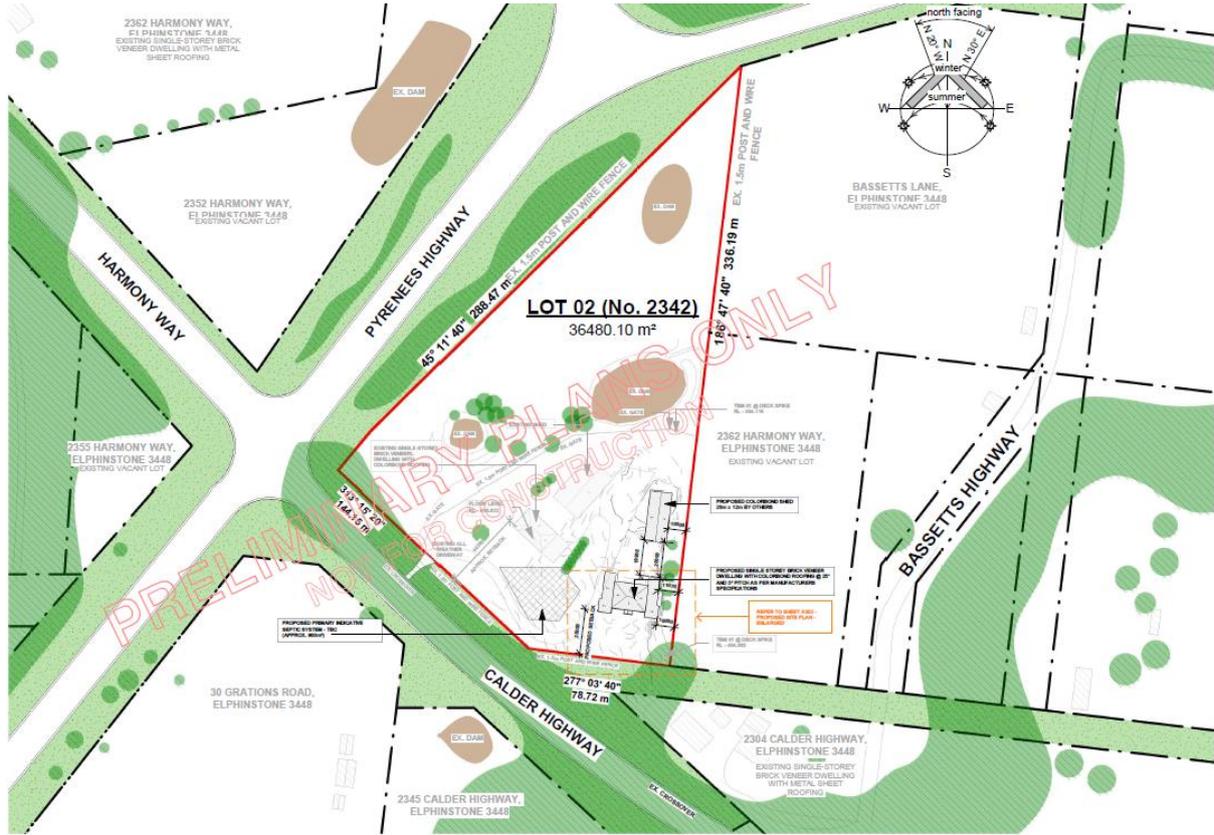
J Ketteridge

DARREN QUARRELL



D Quarrell

Ben Chattey-Pratt



L Vella
2342 Calder Highway Elphinstone Two Dwellings

2342 Calder Highway Elphinstone Dwelling Planning Report

08 January 2024

Executive Summary

Currie & Brown (Australia) Pty Ltd, Property and Development Services Unit has been engaged by Leigh Vella to prepare a town planning assessment in support of an application to construct a second dwelling and outbuilding on the land at 2342 Calder Highway Elphinstone.

Currie & Brown (Australia) Pty Ltd has undertaken detailed inspections of the site and the surrounding area and has reviewed the Mount Alexander Planning Scheme and Council's strategic documents, overseen the preparation of a Land Capability Assessment by Edwards Environmental and consulted with Council, and relevant authorities to form the basis of this application.

In preparing this report, Currie & Brown (Australia) Pty Ltd has considered the following key elements:

- The context and merits of the site;
- The objectives and strategies contained within the Municipal Planning Strategy and Planning Policy Framework (PPF) as well as Council's strategic documents; and,
- Detailed design reviews.

This application is the result of a land capability assessment that confirms and demonstrates that the site has the capability to deliver a second dwelling that will not impact the Lake Eppalock Catchment.

The second dwelling will support and implement the PPF by providing additional housing. The plan will also implement strategic policy directives relating to protection of farming land, water quality and conservation.

The site is zoned Farming. The proposed dwelling and outbuilding implements the policy framework of the Mount Alexander Planning Scheme.

The dwelling will be connected to a suitable waste treatment system that will not impact the water quality of the Lake Eppalock catchment and will provide an appropriate design response to adjoining farming uses, and native vegetation. These are all addressed as appropriate within the proposed dwelling plans and reports.

Having regard to the detailed justification outlined in this report and supporting documents, it is respectfully requested that Council consider and approve the application for a second dwelling on the subject land.

Currie & Brown (Australia) Pty Ltd

ABN 97 128 823 843

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Melbourne VIC 3000 Australia

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Facsimile: +61 3 9670 7055

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Author: Lachlan Eades, Planner
Signed: 
Associate: Gerard Gilfedder, Manager Planning Services
Signed: 

Date: 08 January 2024

Document History

Date	Version	Comments
23/03/23	1	First Draft
03/11/23	2	Pre Application Meeting
08/01/24	3	Lodgement



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1.0 Introduction and Background

1.1 Introduction

The Property and Development Services Unit of Currie & Brown have prepared this report on behalf of L Vella to support an application for the construction of a second dwelling and outbuilding.

This report contains a strategic assessment of the proposed dwelling planning permit application with an accompanying Land Capability Assessment to demonstrate that the dwelling satisfies the requirements of the Mount Alexander Planning Scheme.

1.2 Proposal

The application proposes a single storey dwelling and outbuilding to the south-east of the existing dwelling.

The proposed dwelling will be occupied by the landowner and the existing dwelling by a relative. Neither dwelling will be rented or leased.

No new access is proposed, and no vegetation is proposed to be removed.

The relevant plans are provided in Figures 1-4 below.

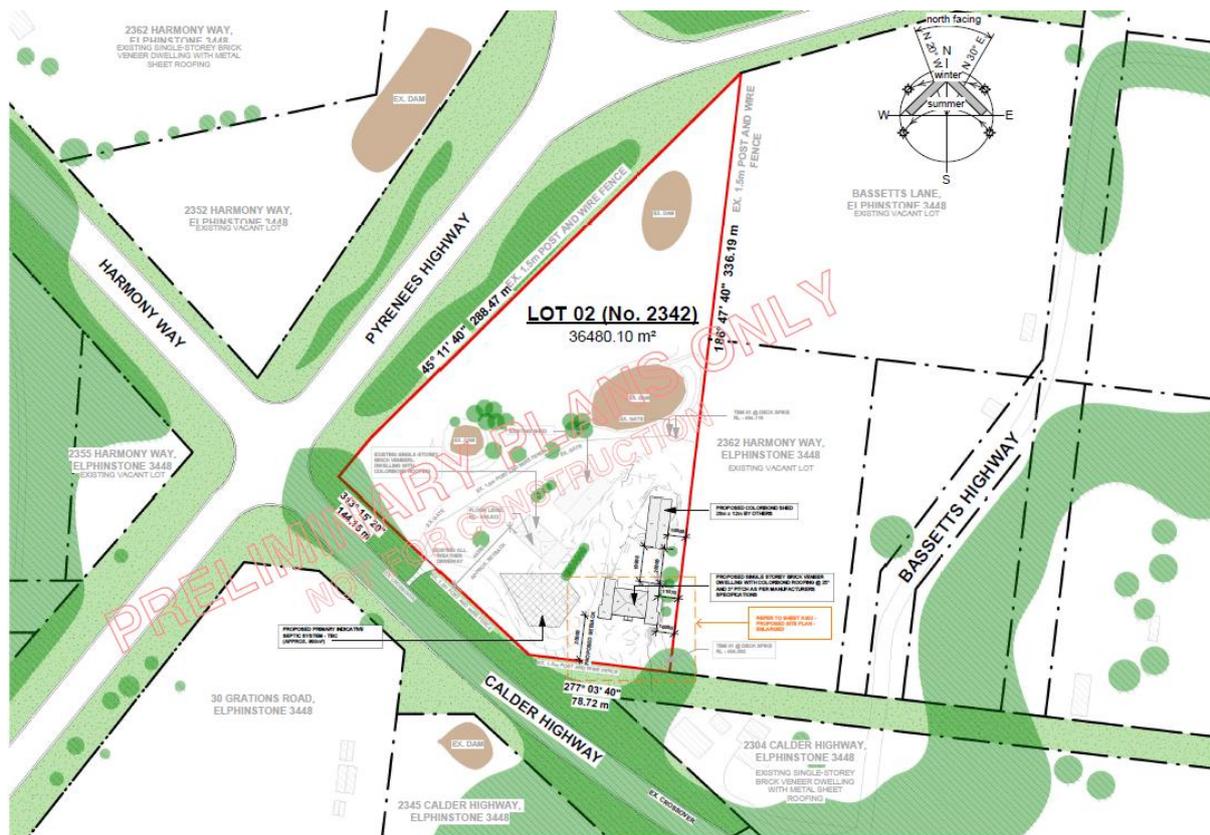


Figure 1: Proposed site plan

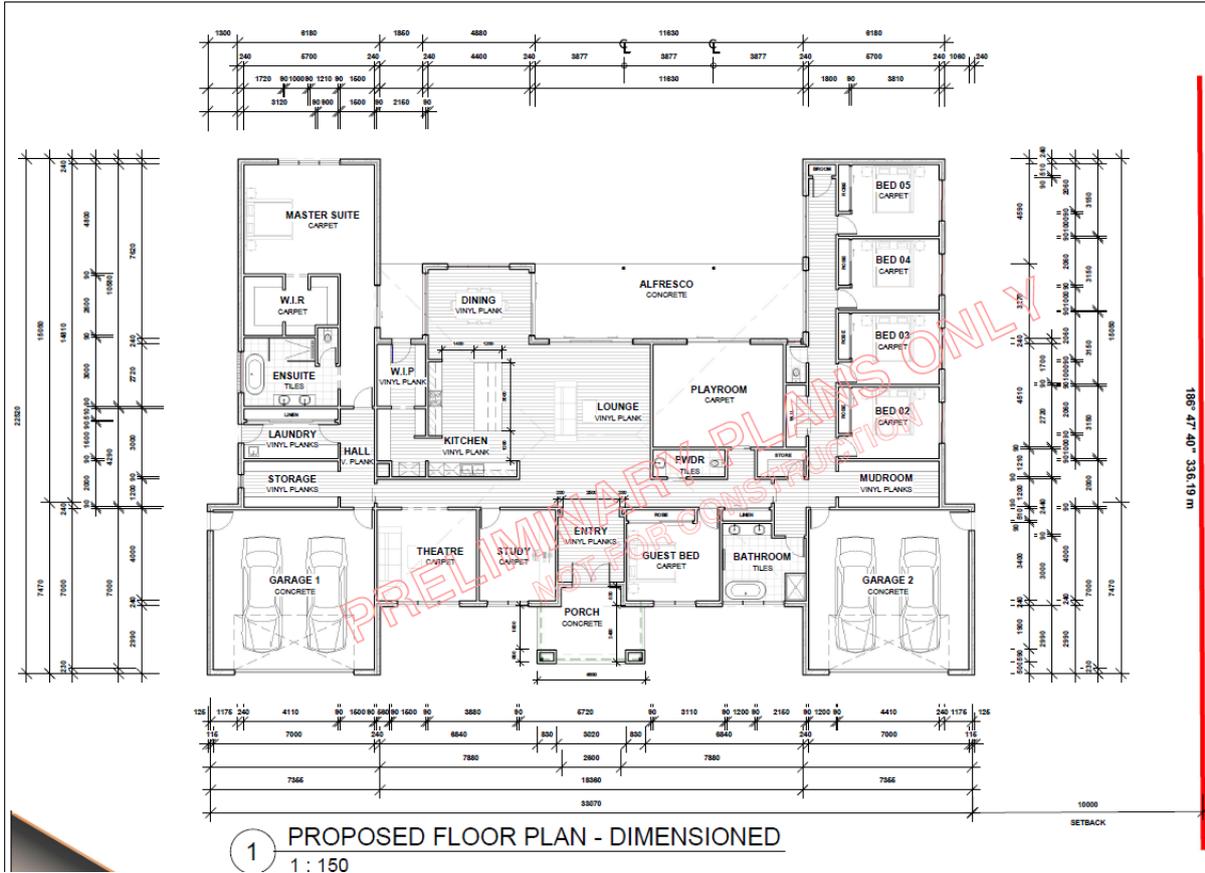


Figure 2: Proposed Floor Plan

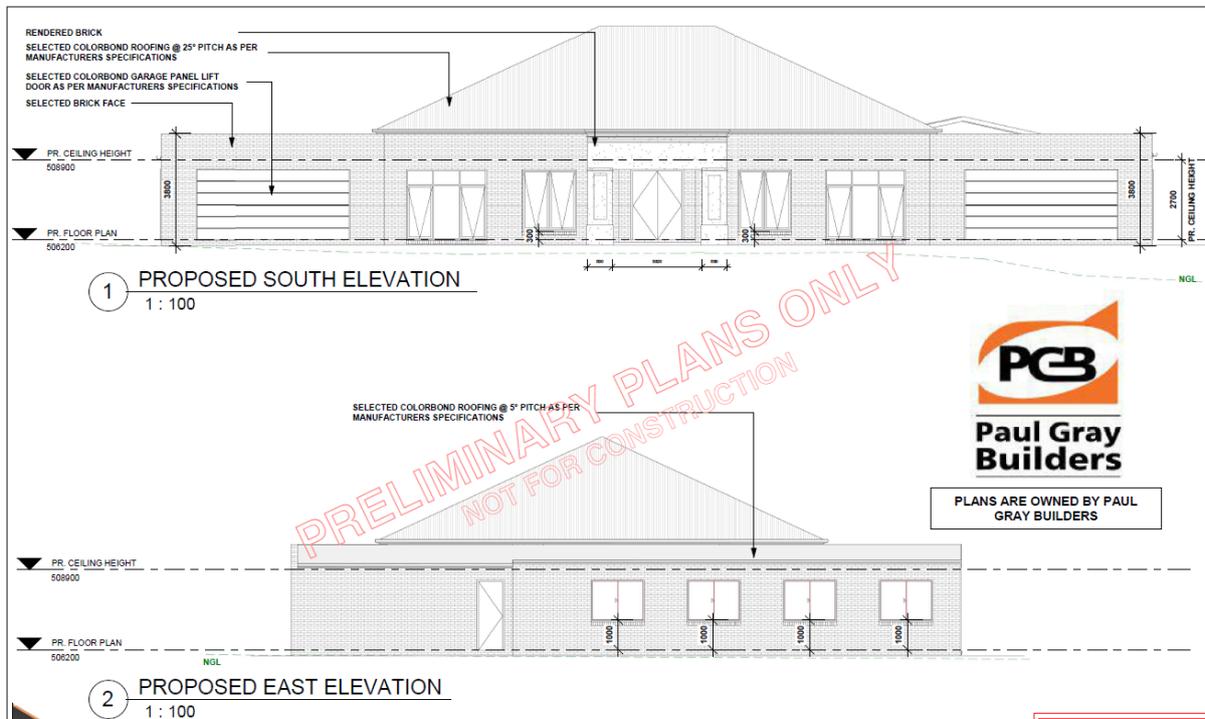


Figure 3: East (2) and South (1) Elevations

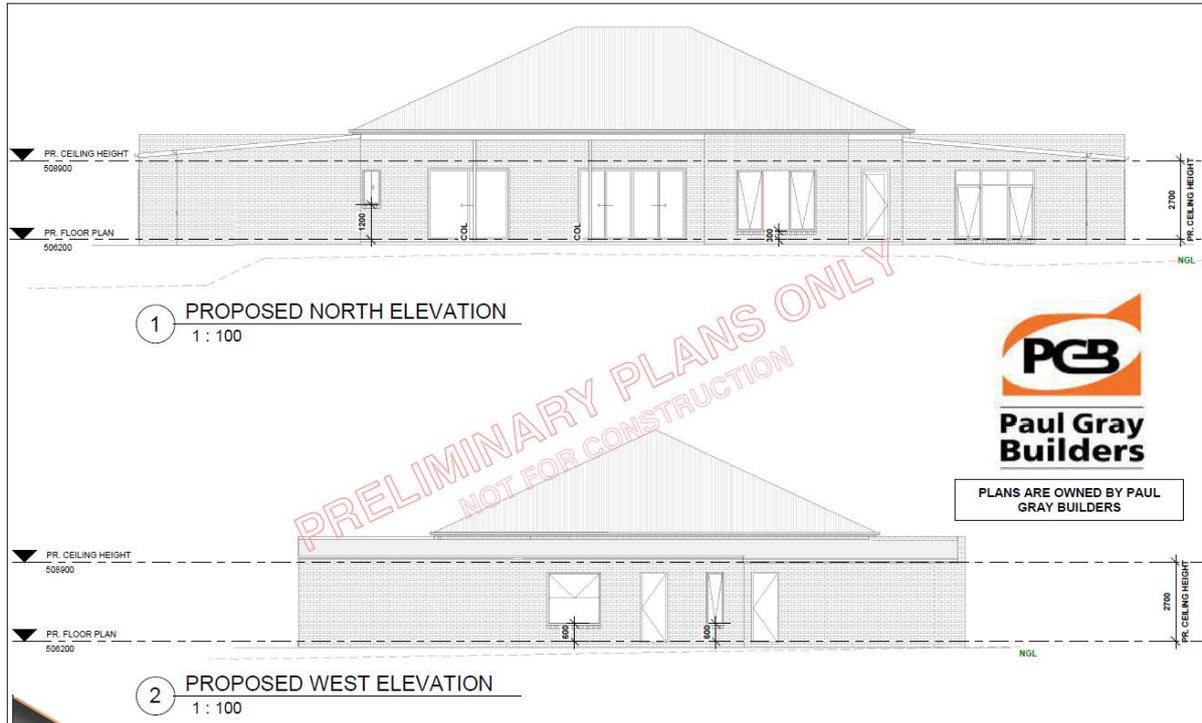


Figure 4: West (2) and North (1) Elevations

1.3 Discussion with Council and Coliban Water

Pre-application advice was provided by Coliban Water on 03 November 2023 and Council on 17 November 2023.

The Coliban Water advice was to provide in principle support.

Council suggested that comments be obtained from Goulburn Murray Water and the NCCMA and to outline the proposed occupancy of the two dwellings and to confirm that there is no new access or vegetation removal.

Goulburn Murray Water provided comments on 21 December 2023 indicating conditions that could be included on any permit issued.

This report, supporting reports and the accompanying plans have responded appropriately to the scheme requirements and Council's previous decision.

2.0 Site Analysis

2.1 Subject Site and Surrounding Environs

The subject site is legally described as Lot 2 PS 613896 (2342) Calder Highway Elphinstone.

It is located approximately 500 metres north-west of the centre of Elphinstone. The subject site has a frontage to the Calder Highway of 144.15 metres and a maximum site depth of 288.47 metres with a total area of 3.648 hectares. The site is a triangular shaped block that is currently developed with a dwelling, associated outbuildings and three dams. Access to the existing dwelling is provided from the Calder Highway. Vegetation on the site is aligned along the frontage of the site to both the Calder Highway and along the Pyrenees Highway, with vegetation also surrounding the existing dwelling. See Figure 5 Location Map below.

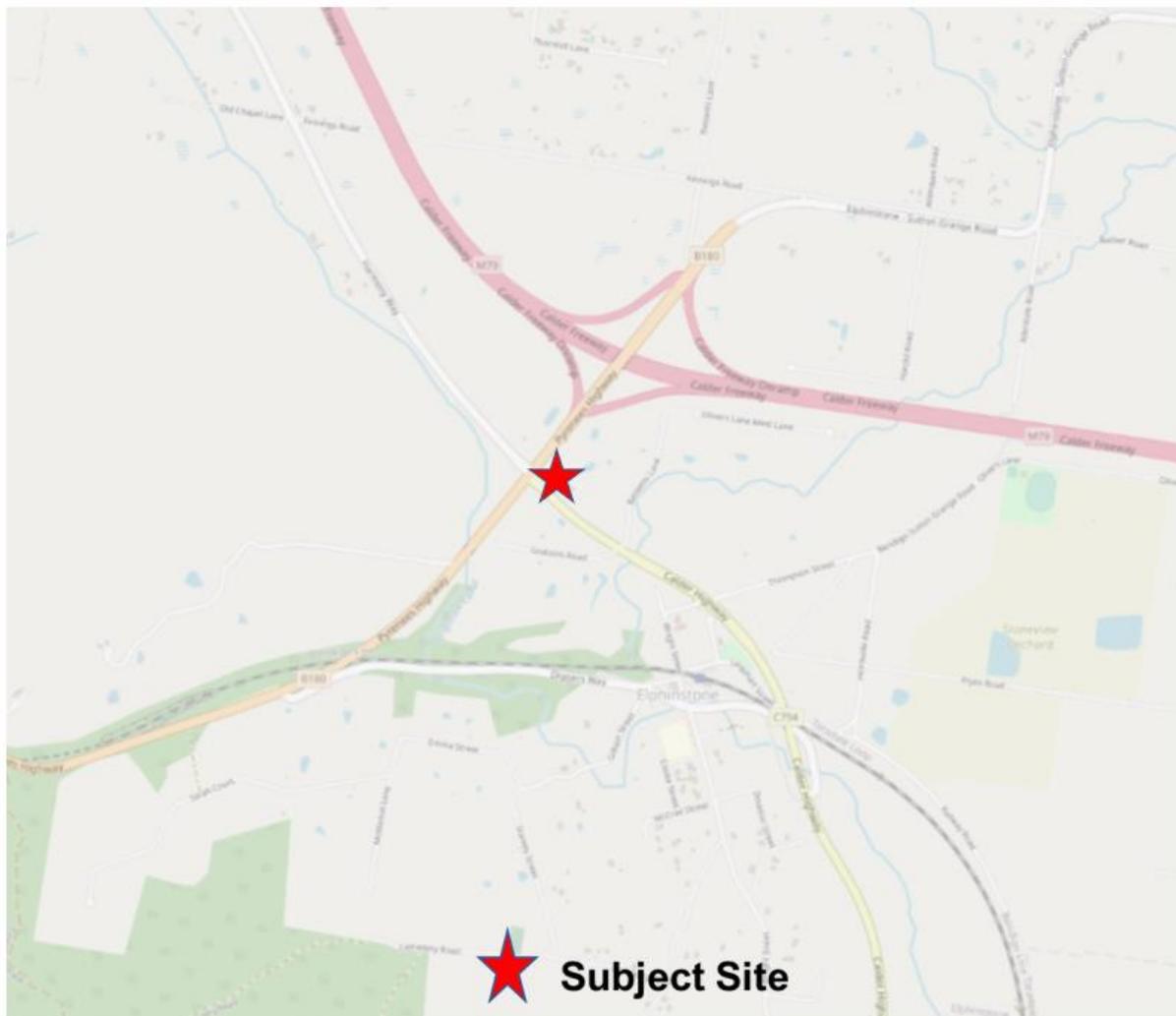


Figure 5: Location Map

The site is bordered by the Calder Freeway and Pyrenees Highway interchange to the north, and rural living properties to the east, south and west. The site to the north-west of the property at 2355 Harmony Way (Calder Highway) has an approval for a service station following a VCAT determination in *Prosperity Park Pty Ltd v Mount Alexander SC* [2022] VCAT 1398. See Figure 6 Aerial Photograph for the site.



Figure 6: Aerial Photograph of Site (Nearmap 06/02/23)

Adjoining land is used for limited cropping, and the grazing of cattle and sheep.



Figure 7: Existing Dwelling from current driveway



Figure 8: View to northern boundary from rear of existing dwelling



Figure 9: View to north-east from dwelling area



Figure 10: View to north-east along watercourse



Figure 11: View to east from the existing dwelling



Figure 12: View from existing dwelling to adjoining dwelling to the east



Figure 13: Existing vegetation on Calder Highway road reserve adjoining the site frontage



Figure 14: View from frontage along western side of the site



Figure 15: View to south-west corner of the site from existing driveway

3.0 Relevant Policy

3.1 Planning Policy Framework

02.01 Context: outlines the history, role and position of Mount Alexander.

02.02 Vision: establishes a vision to be to be “innovative, creative, connected.

02.03 Strategic Directions: Provides directions for the development of the municipality for Settlement, Environment and landscape values, Environmental risks and amenity, Housing and infrastructure.

Key Strategic Directions include:

- **Settlement**
 - Elphinstone is a small village along the Calder Corridor. The town has good road transport connections, being located where the Pyrenees Highway intersects with the Calder Highway. The railway line also runs through the centre of the town, creating a physical separation.
 - Limiting residential densities in unsewered small settlements and townships with effluent disposal limitations.
 - Encouraging growth in townships such as Harcourt, Newstead, Elphinstone and Taradale.
- **Natural resource management**
 - **Agriculture**
 - Protecting agricultural land of local and regional strategic significance.
 - Promoting agriculture and horticulture as the primary land uses in the Shire.
 - Avoiding the fragmentation of productive agricultural land through the development of dwellings and subdivision (including dwelling excisions) to maintain the productive capacity of the land.
 - Discouraging the use and development of land that could create conflict with existing agricultural activities.
 - Controlling the unplanned loss of agricultural land to rural living and residential uses.
 - Protecting the irrigation and groundwater resources that support intensive agriculture and horticulture.
 - Discouraging new dwellings and subdivisions that excise a dwelling that adversely impact the agricultural activities carried out on the land and neighbouring sites.
 - **Water**
 - Managing the effects on water quality from land clearing, industrial discharges and sedimentation associated with urban development.
- **Housing**
 - Discouraging rural living areas where isolated from services and infrastructure.
- **Infrastructure**
 - **Development infrastructure**
 - Supporting wastewater management in Taradale, Elphinstone and Guildford to accommodate projected growth.

02.04 Strategic framework plans: These plans are to be read in conjunction with the strategic directions in Clause 02.03.



Figure 16: Extract from Strategic framework plan

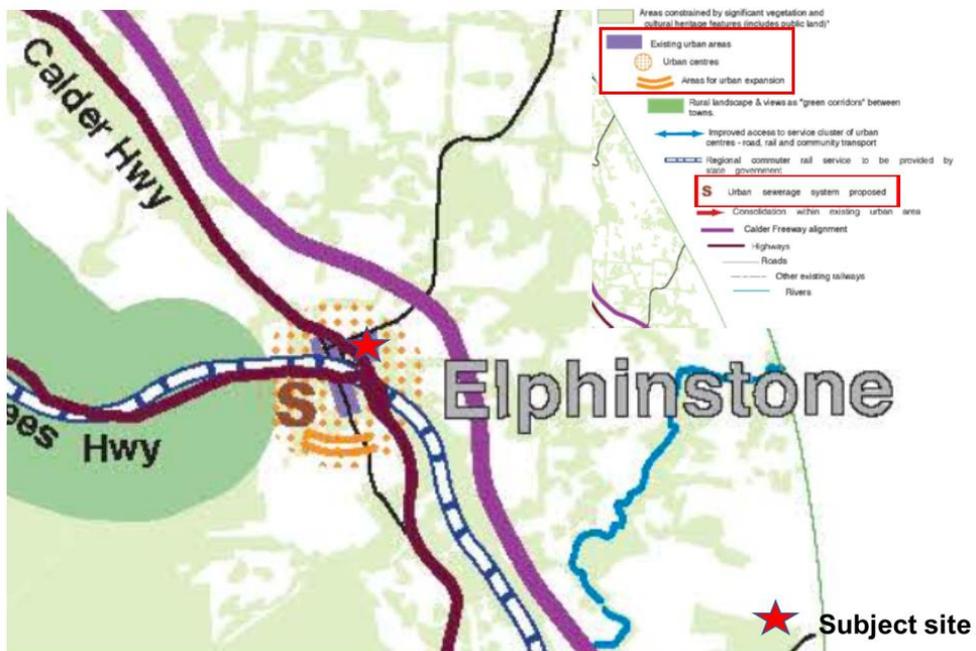
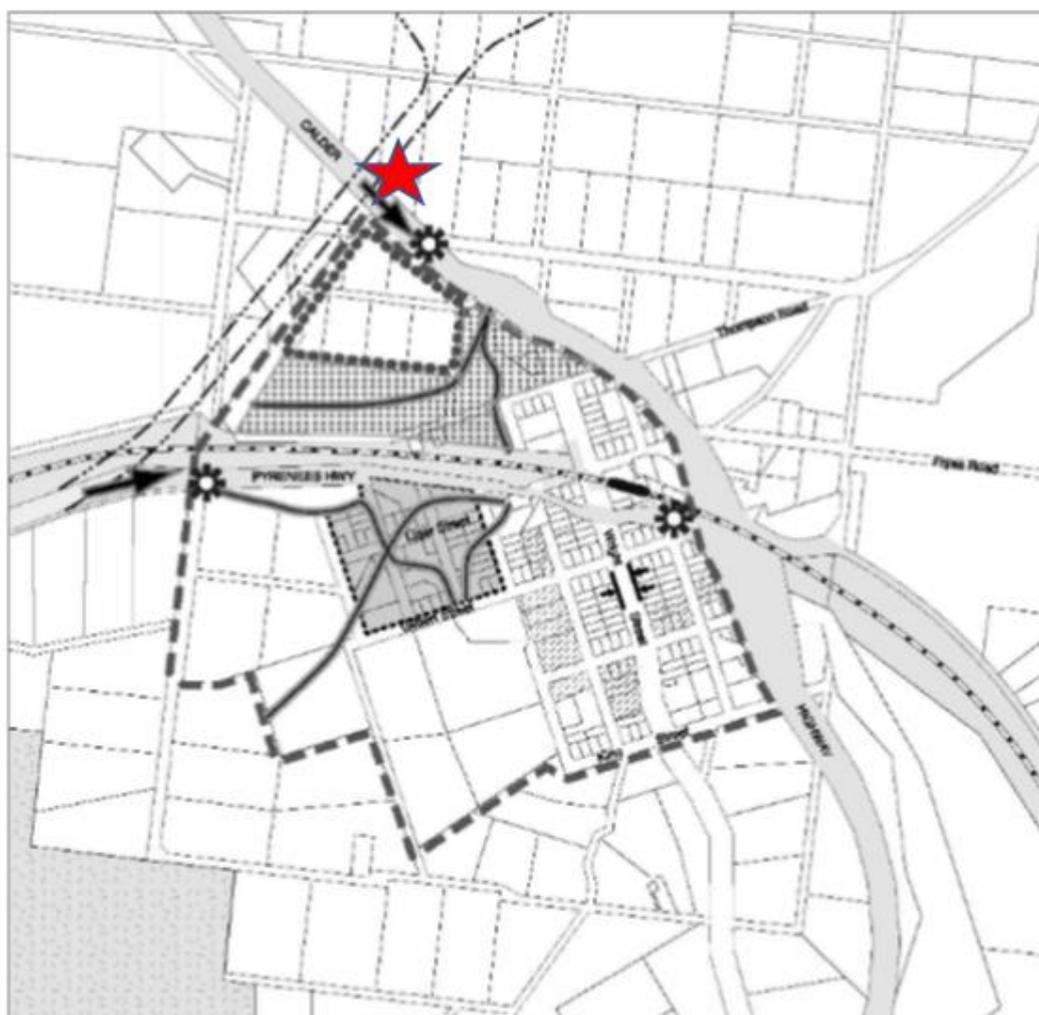


Figure 17: Extract from Mount Alexander Urban Living Strategy



PLAN 8: ELPHINSTONE FRAMEWORK PLAN

-  State parks, reserves
-  Residential infill of existing street grid
-  Township boundary - (allowing for future expansion)
-  Future residential
-  Future industrial area
-  Open space network - develop network based on creek system
-  Old, inappropriate subdivision to be restricted
-  Establish new town centre - Centre along width of road (about 1/3 road or width 1/3)
-  New alignment for Pymmes Highway - New alignment to proposed Calder Highway interchange
-  Exit points from Pymmes Highway and Calder Freeway
-  Town entrance with altered road function
-  Public/Private interface areas

Planning Scheme Reference Documents:
 Mitchell Heritage Study 1997

 **Subject site**

Figure 18: Extract from Elphinstone land use framework plan

Clause 11.01-1S - Settlement: to facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.

Clause 11.01-1R - Loddon Mallee South: This clause implements the Loddon Mallee South Regional Growth Plan. A key strategy is to manage and support growth in Castlemaine, Gisborne, Kyneton and Maryborough as employment and service hubs that reinforce the network of communities in the region and maintain non-urban breaks between settlements.

The plan below summarises the growth strategy for the Bendigo region.



Figure 19: Extract from Loddon Mallee South Regional Growth Plan (Source: Mount Alexander Planning Scheme)

Clause 12.03-1S – River and riparian corridors, waterways, lakes, wetlands and billabongs: To protect and enhance waterway systems including river and riparian corridors, waterways, lakes, wetlands and billabongs.

Clause 13.02-1S – Bushfire planning: To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Clause 14.01-1S – Protection of agricultural land: To protect the state's agricultural base by preserving productive farmland.

14.01-1L Protection of agricultural land: This policy applies to all applications to use, develop and subdivide land in the Farming Zone shown on the Agricultural Land Quality Units Map.

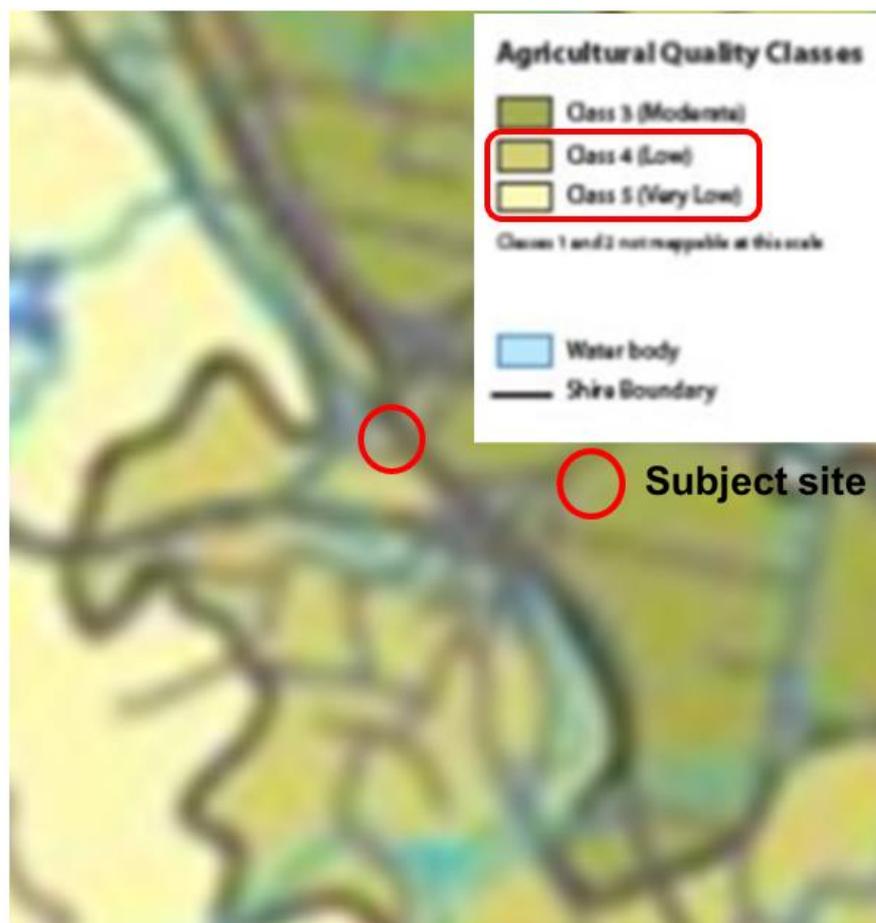


Figure 20: Extract from Agricultural Land Quality Units Plan

Associated strategies include:

- Discourage new dwellings on existing small lots in the Farming Zone where any of the following apply:
 - The lot was created prior to the introduction of planning controls.
 - The development will inhibit the operation of existing farming operations.
 - The lot is located in an area of 'moderate' agricultural quality.
 - The lot is located in a 'groundwater management area' or an 'irrigation area'.

Clause 14.01-2S – Sustainable agricultural land use: To encourage sustainable agricultural land use.

Clause 14.02-1S – Catchment planning and management: To assist the protection and restoration of catchments, water bodies, groundwater, and the marine environment.

Clause 14.02-2S – Water quality

To protect water quality.

Clause 15.01-6S – Design for rural areas: To ensure development respects valued areas of rural character.

Clause 15.01-6L – Design for rural areas: The policy applies to all land in the Farming Zone.

Strategies include:

- Discourage the siting of buildings close to roads where they will have a negative visual impact from the public realm unless measures to minimise those impacts are proposed such as low building heights, building articulation and the use of materials and colours.
- Use building materials and colours that are in context with the surrounding environment in areas of landscape significance and in rural areas.
- Finish external roof and walls of sheds and outbuildings in paint bonded metal, timber, brick or any other non-reflective and muted colour, except if the site is a heritage place and other treatments would be more appropriate.

Clause 16.01-3S – Rural residential development: To identify land suitable for rural residential development.

Clause 16.01-3L – Rural residential development: The strategies include:

- Discourage rural living development within the Farming Zone and outside areas already zoned for rural living.
- Prevent the sprawl of low density residential land uses along the Calder Highway, throughout the Harcourt horticultural area, and on the fringes of towns along the Calder, Midland and Pyrenees highways.
- Ensure that rural living lots are of a size that can retain and treat all effluent on site.

4.0 Planning Scheme Provisions

4.1 Farming Zone

The land is within the Farming Zone. The purpose of the zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

The use of land for a dwelling is as of right if it is the only dwelling on the lot and the lot has an area that satisfies the minimum area specified in the zone schedule. The minimum area for which no permit is required to use land for a dwelling is 40ha.

A dwelling use is discretionary if the conditions are not met and must meet the requirements of Clause 35.07-2.

Clause 35.07-2 includes the following requirements:

- Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.
- Each dwelling must be connected to reticulated sewerage, if available. If reticulated sewerage is not available all wastewater from each dwelling must be treated and retained within the lot in accordance with the requirements of the Environment Protection Regulations under the Environment Protection Act 2017 for an on-site wastewater management system.
- The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire fighting purposes.
- The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.

Buildings and works for a discretionary use require a permit under Clause 35.07-4. A permit is also required for a building within 100 metres of a road in a Transport Zone 2, 5 metres of any other boundary and 100 metres of a dwelling not in the same ownership.

A permit is also required for a dwelling within 100 metres of a waterway.

An application to use a lot for a dwelling must include a written statement which explains how the dwelling responds to the decision guidelines for dwellings in the zone.

The Decision guidelines at Clause 35.07-6 include the following to be addressed as appropriate:

- General Issues
- Agricultural issues and the impacts from non-agricultural uses
- Dwelling issues
- Environmental issues
- Design and siting issues

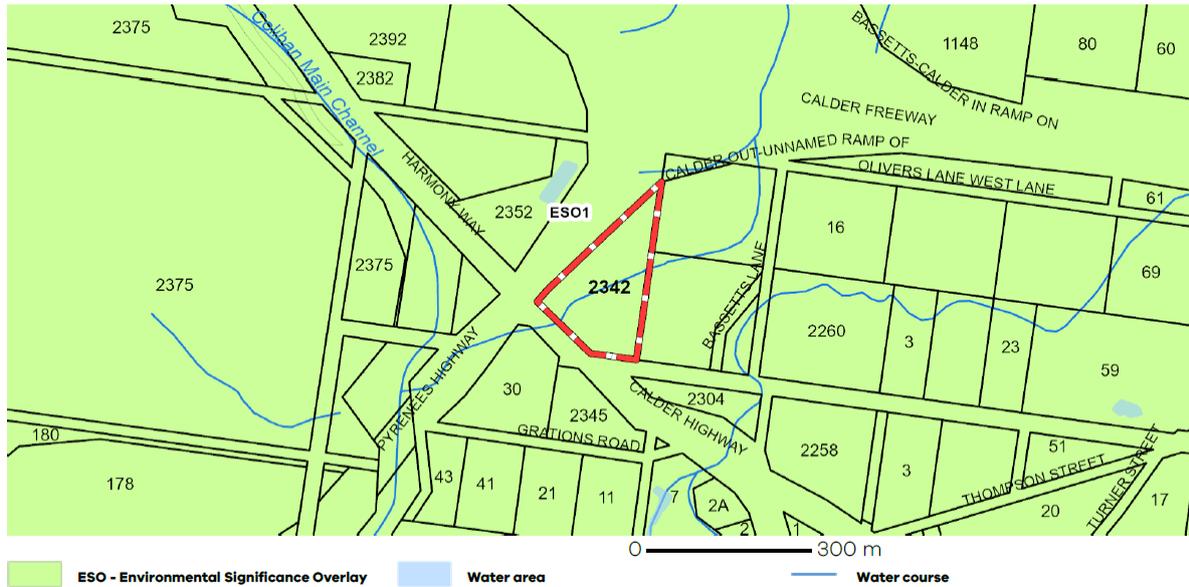


Figure 22: Environmental Significance Overlay Map

4.3 Bushfire Prone Area

The land is also identified as part of a Designated Bushfire Prone Area for which a building surveyor will determine the relevant bushfire construction requirements.

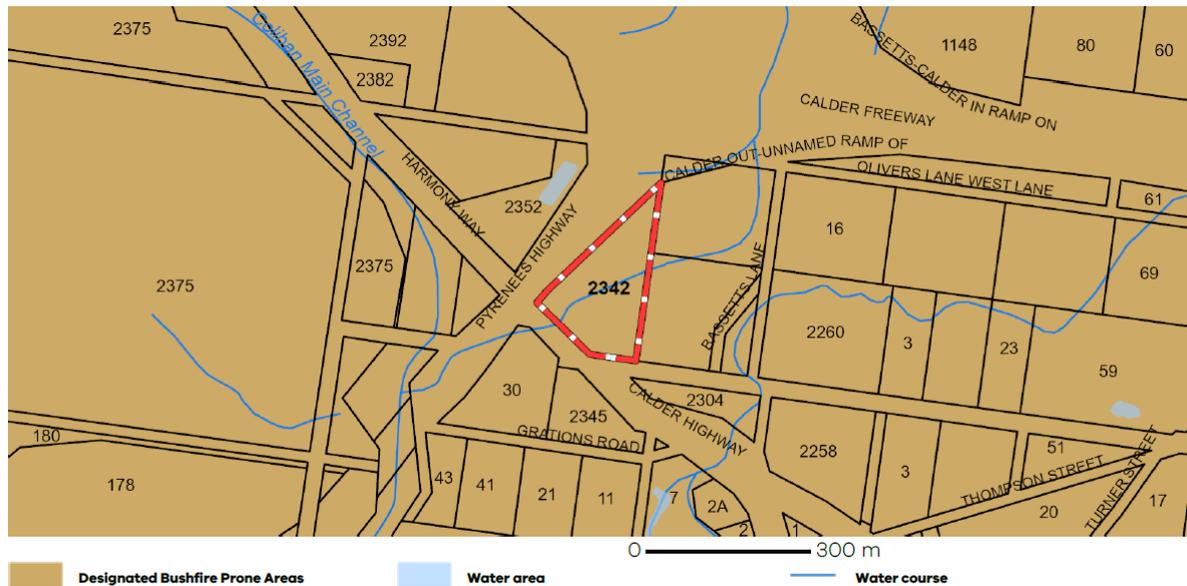


Figure 23: Bushfire Prone Area

4.4 Clause 52.29 (Land Adjacent to the Principal Road Network)

The provision requires a permit to create or alter access to a road in a Transport Zone 2.

4.5 Clause 65.01 (Approval of an Application or Plan)

Clause 65.01 lists additional matters to be considered as appropriate before deciding on an application.

4.6 Clauses 66.01 – 66.04 (Referral Provisions)

Clause 66.01 lists the authorities that the dwelling application will be referred. These are summarised below:

Kind of application	Referral Authority	Type of Referral Authority
<p>To use, subdivide or consolidate land, to construct a building or construct or carry out works, or to demolish a building or works that are within a Special Water Supply Catchment Area listed in Schedule 5 of the Catchment and Land Protection Act 1994 and which provides water to a domestic supply.</p> <p>This does not apply to an application for a sign, fence, roadworks or unenclosed building or works ancillary to a dwelling.</p>	<p>The relevant water board or water supply authority</p>	<p>Determining referral authority</p>
<p>Clause 42.01 Schedule 1 (ESO)</p> <p>Any use or development which the responsible authority considers may not satisfy the environmental objective of this schedule.</p>	<p>Relevant Water Authority</p>	<p>Determining referral authority</p>

Table 1: List of Referral Authorities

4.7 Clause 71.02-3 – Integrated Decision Making

Planning and responsible authorities should endeavour to integrate the range of planning policies relevant to the issues to be determined and balance conflicting objectives in favour of net community benefit and sustainable development for the benefit of present and future generations. However, in bushfire affected areas, planning and responsible authorities must prioritise the protection of human life over all other policy considerations.

5.0 Other Key Documents

5.1 Loddon Mallee South Regional Growth Plan (May 2014)

The Loddon Mallee South Regional Growth Plan is the strategic land use plan for the region to guide growth and change for the next 30 years. The region is noted as having many important physical and lifestyle assets including rural production areas and natural landscapes. These assets will continue to attract people to the region to live, work and visit.\

Agriculture continues to be a significant employer in the region particularly in horticulture, viticulture, poultry and swine.

The key drivers of change include:

- the proximity to Melbourne and strong transport links of the Calder transport corridor, increasing the movement of people and goods and the interrelationship of employment and tourism
- changes in economic sectors, particularly agriculture and manufacturing, influencing employment and population movement within the region
- Impacts of climatic conditions such as long-term droughts, widespread flood and an increase in the number of days of extreme heat and bushfire danger.

A key principle is to ensure our food, water and energy security with the associated directions as follows:

- Facilitate ongoing agricultural productivity and investment in high value agriculture
- Support ongoing adaptation and flexibility for the agricultural sector
- Facilitate ongoing agricultural productivity and new opportunities that respond to the potential impacts of climate change
- Support the sustainable use of rural land, including the development of regional catchment strategies and other suitable tools
- Encourage and facilitate development in renewable energy, waste to energy, carbon sequestration and other new energy opportunities
- Protect water quality and quantity

Future directions for Agriculture are:

- Facilitate ongoing agricultural productivity and investment in high value agriculture
- Support ongoing adaptation and flexibility for the agricultural sector
- Facilitate ongoing agricultural productivity and new opportunities that respond to the potential impacts of climate change
- Support the sustainable use of rural land, including the development of regional catchment strategies and other suitable tools
- Encourage and facilitate development in renewable energy, other new energy opportunities and in carbon sequestration activities
- Protect water quality and quantity

Key strategic outcomes are summarised in the figure below.

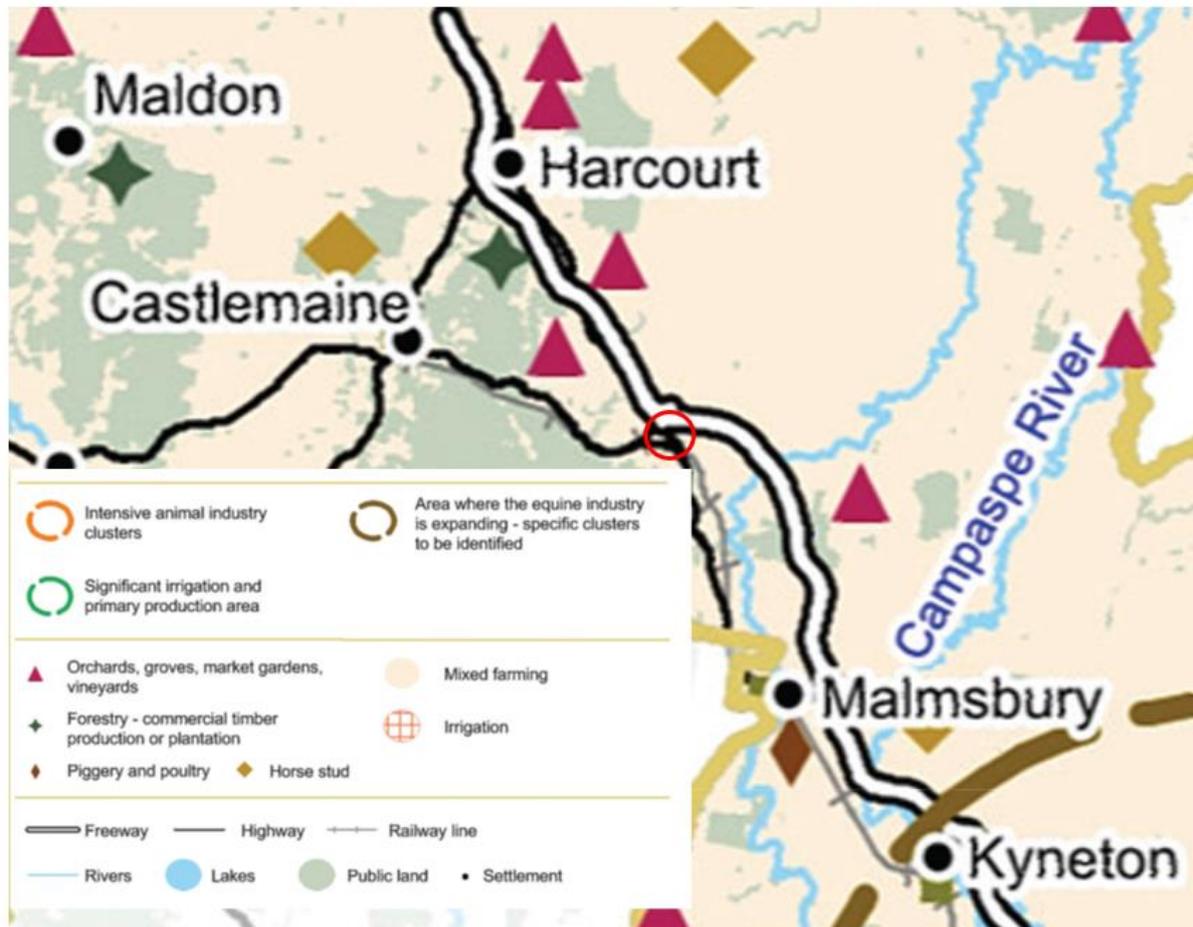


Figure 24: Future rural land use directions (Source: Loddon Mallee South Regional Growth Plan)

5.2 Planning permit applications in open, potable water supply catchment areas, November 2012

The guidelines seek to protect the quality of potable water supplies using a risk based approach.

The guidelines apply to the Lake Eppalock Catchment as it is an open potable water supply catchment.

It includes a series of guidelines to be addressed where a permit is required to use land for a dwelling. These include:

- The density of dwellings should be no greater than 1:40ha unless:
 - A permit is not required to use land for a dwelling in an ESO schedule that has a catchment or water quality protection objective
 - A permit is required to use land for a dwelling which is connected to reticulated sewer
 - A Catchment policy has been adopted by the relevant water corporation

The water corporation could consider allowing a higher density than 1:40ha where all of the following are met:

- The minimum subdivision lot size is satisfied
- A Domestic Wastewater Management Plan has been adopted⁴

5.3 Domestic Wastewater Management Plan 2023-2027

Council adopted the Domestic Wastewater Management Plan 2023-2027 on 16 May 2023.

The purpose of the plan is to document Council's approach to protect public health, the environment, and local amenity from the risks posed by domestic wastewater. The Plan aims to ensure that a lack of access to sewer will not unnecessarily impact development in unsewered areas. It is also prepared to provide an exemption to allow dwelling development at a density greater than 1:40ha in the Eppalock Declared Special Water Supply Catchment Area. (p5 refers)

The plan identifies several risk categories with the site included in Risk category 4 (Future development in an unsewered area). The category includes a risk assessment table, which requires the provision of an appropriate Land Capability Assessment.

Elphinstone is identified as a township with a moderate risk of continued unsewered development. The table in Appendix 1 identifies the town as being able to possibly grow.

The short term strategies require that all development comply with EPA Publication 891.4 and be sustainable and provide an education program. Longer term strategies include a potential community effluent system and establishment of a pump out program.

6.0 Assessment and Justification

6.1 What are the Permit Triggers?

The subject land is within the Farming Zone and within the Environmental Significance Overlay Schedule 1.

The applicable permit triggers are:

- Clause 35.07-1: Use of land for a second dwelling in the Farming Zone¹;
- Clause 35.07-4: Construct or carry out buildings and works in the Farming Zone and construct a building within 100 metres of a watercourse;
- Clause 42.01 Schedule 1: Construct a building or carry out works for a building that will generate wastewater and is not connected to sewer.

The key questions that need to be addressed are:

- Repeat Application principles.
- Will the proposal result in the land being used for agriculture?
- Does the proposal meet the purpose and decision guidelines of the Farming Zone?
- Does the proposal meet the environmental objectives and decision guidelines of the Environmental Significance Overlay?

6.2 Repeat Applications

The principles set out in *Reichert v Banyule City Council* (1996) VICCAT 44 are often cited in repeat appeal situations when assessing how a proposal responds to a previous Tribunal decision, and the weight to be given to that decision. Attention is particularly given to whether there has been:

- Significant changes in the application itself;
- Changes in the circumstances of the land and its surrounds;
- Changes in planning policy; and/or
- Changes in the interpretation of the facts or law relevant to the Tribunal's consideration.

These criteria have been followed in many cases including in *Sprut Pty Ltd v Stonnington CC* [2012] VCAT 1675 where the member held:

11. All of the parties – including, most emphatically, the applicant's planning witness Mr Goodwin – were of the view that this planning application should be considered in line with the usual principles applied to 'repeat appeals'. It is therefore useful to first set out those principles.

12. In the seminal case of *Amoco Australia Limited v City of Berwick*^[4], the Planning Appeals Board (a predecessor of the Tribunal) had stated:

Although the Board believes that it should deal with this appeal on its merits it also holds that, in determining the appeal, it should pay regard to the previous decision of the Board and give great weight to that decision. Public policy demands that there be some end to litigation. If applicants were to repeatedly come before the Board, perhaps seeking to exhaust the patience of the Board or even in an attempt to pick and choose a suitable division of the Board to hear the appeal, then

¹ All requirements of Clause 35.07-2 can be met with the provision of all weather access, an appropriate waste treatment system, appropriate water and electricity supply.

it would be to the detriment of the appeals system. Moreover repeated appeals would impose unnecessary costs on respondent parties including, in some cases, psychological costs. One can imagine a case where a developer wears down both a Responsible Authority and objectors by repeatedly making fresh applications. This ought to be discouraged.

and later:

... the Board believes that an applicant can make repeated applications for a permit and repeated appeals to this Board. However in determining any subsequent appeal the Board should take the earlier determination into account and give it great weight. Generally speaking the earlier decision should not be reversed unless the applicant can show a change in circumstances which warrant a different view.

13. In reaching its view in *Amoco*, the Board cited with approval the following passage from the decision of *Watkins v MMBW*^[5]:

We should also state that as a matter of principle the Tribunal should act with great caution when considering whether a previous decision should be reversed. A change in circumstances warranting a different view must be positively shown otherwise the reversal of earlier decisions would introduce such a state of inconsistency into the appeals system that chaos could occur with unsuccessful parties applying and appealing time after time.

14. The 'usual principles' that have been generally adopted are outlined in decisions such as *Reichert v Banyule City Council*^[6] and are sometimes referred to (and were referred to in the hearing before me) as the "Reichert principles". Relevant factors to consider when reviewing an application that is similar to a proposal that has been the subject of previous Tribunal findings are:

- significant changes in the application itself;
- changes in the circumstances of the land and its surrounds;
- changes in planning policy; and/or
- changes in the interpretation of the facts or law relevant to the Tribunal's consideration.

15. Although these principles are often used to dismiss 'classic' repeat appeals where the permit applicant appears to be doing little more than forum shopping or wearing down the opposition with little material change in the development or other circumstances, care must be taken not to apply these principles in an over-zealous manner. There are two main reasons for this.

16. First, the 'classic' repeat appeals should be distinguished from what has sometimes been described as 'correcting' repeat appeals^[7] - that is, where the Tribunal has refused an earlier application but indicated a modified form of development or changes that might be acceptable, and the repeat appeal comprises a genuine attempt to address those issues. This distinction was noted in *Reichert*, and is summed up in decisions such as *Benc v City of Doncaster and Templestowe*^[8], where it was stated:

In the case of a different but similar application which has been prepared in accordance with the advice of the Board, equity or fairness demands that considerable weight be given to the fact that the applicant has endeavoured to accommodate suggestions as to what would be appropriate.

17. A similar view has been expressed in decisions such as *Carwoode Pty Ltd v Cardinia SC & Ors (No 3)*⁹, and *Pearl Diamond #2*. This latter decision is of some interest, as the applicant contends that the proposed four-storey development now permitted on that nearby site is a relevant change that I should place great weight upon under the *Reichert* principles.
18. Secondly, irrespective of whether the repeat appeal is in the nature of a 'classic' or 'correcting' repeat appeal, the role of the Tribunal is not to determine whether the proposal before it would have satisfied the earlier (and perhaps differently constituted) Tribunal, nor to summarily determine the matter solely by reference to the *Reichert* principles. This is a sometimes misunderstood notion. As *Amoco* itself indicated, the role of the Tribunal is to still consider the new application before it on its merits but, in doing so, to give great weight to the Tribunal's decision on the earlier application having regard to the usual principles that have evolved for this purpose

Member J A Bennet further refined the above four factors in *Vantage Point Projects Pty Ltd v Boroondara CC* [2014] VCAT 633 (28 May 2014) as follows:

- Significant or material changes to the application itself which address the primary reasons for the previous proposal being refused;
- Significant or material changes in the circumstances of the land or its surrounds;
- Significant or material changes in planning controls and policy; and/or
- Significant or material changes in the interpretation of the facts or law relevant to the Tribunal's consideration.

The following remarks by Member J A Bennett in *Vantage Point Projects Pty Ltd Boroondara CC* [2014] VCAT 633 (28 May 2014) provide a further useful description of the Tribunal's position in relation to repeat appeals:

"Although I have to consider the latest application afresh, I also have to consider whether it has responded to my concerns and whether it is now an acceptable design. Where I found something acceptable last time then, in the absence of any fundamental change to the planning controls or site context, it would be unreasonable to come to a different conclusion on that issue."
(paragraph 7 refers)

It is noted that the decision in *Lamaro v Hume CC* [2016] VCAT 1606 (21 September 2016) , which followed a Supreme Court decision in *Zumpano v Banyule CC* [2016] VSC 420 (25 July 2016) confirms that the task of the Council in first instance and the Tribunal on review is to assess the permit application afresh but to give weight to the previous Tribunal reasons. Weight is to be given to these reasons because fairness indicates that, if a permit applicant addresses the Tribunal's concerns, it is reasonable to expect favourable consideration. (paragraphs 9 & 15 refer).

The Tribunal in *Lamaro* went on at paragraph 10 to state "However, that is subject to the fresh assessment. A fresh assessment might involve matters not considered by the previous Tribunal, such as subsequent changes in circumstances of the land and its surrounds, changes in the scheme and its policies and changes in interpretation of the relevant facts and law." It is noted as well that it is a matter for the Council (and Tribunal, on review) to ascribe weight to the relevant considerations in the fresh assessment and to the earlier decision (paragraph 15).

It is submitted that the context of the site has not changed nor has there been a significant change in the planning framework. Amendment C95max restructured the policy framework in the planning scheme to provide a Municipal Planning Strategy and updated the Planning Policy

Framework to insert local policies in Clauses 11 to 19. The current policies are outlined in Section 3.0 of this report.

The key principle is to assess the new application on its own merits and give weight to changes to the application itself which respond to the previous decision. The following sections assess the proposal against the current policies and scheme provisions and will outline how the proposal has addressed the previous concerns. These matters were concerns raised specifically by Coliban Water, as a determining referral authority, as follows:

- The application fails to implement the objectives of the Victorian Planning Policy and the Local Planning Policy Framework, specifically:
 - Clause 14.02-1S Catchment planning and management and 14.02-2S Water quality
 - 21.06 Natural Resource Management and 21.06-3 Water
 - Clause 22.04 Use and Development of Land in The Farming Zone and Rural Living Zone
 - 35.07 - Farming Zone – Purpose
 - 42.01 Environmental Significance Overlay and schedule ESO1 Lake Eppalock Catchment
- The reduction in setback distances to waterways is not acceptable, therefore, the application does not comply with Table 5 ‘Code of Practice – onsite wastewater management’ (EPA 891.4, 2016) for setbacks to surface waters ‘within a Special Water Supply Catchment Area’.
- The application, if approved, would create an unacceptable risk to the water supply catchment of Lake Eppalock.

6.3 Will the proposal result in the land being used for agriculture?

The land may have been used for grazing previously but is not currently actively farmed. The land area of 3.65ha is fenced as a whole property with an unnamed watercourse traversing the site north of the existing dwelling. It separates the house sites in the south-east corner of the property from the balance of the site.

The proposed dwelling is located to the east of the existing dwelling and driveway. This will allow the property to be separated into domestic, agricultural and rehabilitation zones.

The domestic zone applies to the cleared area around the proposed dwelling, a conservation/landscape area will apply to land adjoining the watercourse. The balance of the site will be available for grazing.

It is submitted that vegetation adjoining the watercourse will need to be fenced to protect the plants and banks along the creek.

It is submitted that the proposed use could retain the land in limited agricultural production consistent with the low land quality.

6.4 Is the proposal for a dwelling supported by planning policy?

It is noted, in relation to policy, in the decision of *Petersson v Nillumbik SC* [2021] VCAT 696 at paragraph 29:

“The policy discouraging residential development of small lots in the Nillumbik Green Wedge is meritorious, however, it is policy, not a control. Hence it provides guidance amongst a range of other policies in the planning scheme. I am required to integrate the range of policies, zone purposes, requirements, decision guidelines, overlay purposes and other decision guidelines of the planning scheme in forming a view with respect to achieving a net community benefit.”

This position is consistent with Clause 71.02-3 and the need for “Planning and responsible authorities should endeavour to integrate the range of planning policies relevant to the issues to

be determined and balance conflicting objectives in favour of net community benefit and sustainable development for the benefit of present and future generations. However, in bushfire affected areas, planning and responsible authorities must prioritise the protection of human life over all other policy considerations.”

The policy framework covers a range of issues including:

- Provision of housing
- Management of the growth of the Mount Alexander townships
- Protection of catchments, waterways and vegetation
- Protection of residents from bushfire
- Protection of productive agricultural land and promote new enterprises
- Minimise fragmentation of agricultural land
- Prevent land use conflicts

The policy framework and its focus on protecting productive agricultural land was assessed in the decision of Prosperity Park PL v Mount Alexander SC [2022]VCAT 1398. The member held as follows:

“8 *What is notable is that the planning scheme keenly focuses on the protection of productive agricultural land [my underlining]. In other words, the planning scheme contemplates alternative land uses on non-productive agricultural land within a Farming Zone. In this case, I find that the subject site is, indeed, such non-productive land, and is a very unique site, because of its: small, irregular shape; current features, which include a large gravel area and use for ad hoc storage purposes; history of non-agricultural use; and very importantly its physical disconnect/ isolation from nearby agricultural land by the concrete aqueduct to its immediate west which is managed by Coliban Water. The substantial physical separation resulting from this aqueduct effectively prevents the subject site from being incorporated into agricultural landholdings located beyond the aqueduct. Put another way, given the physical attributes and context of the subject site, the likelihood of it being used in the future for agricultural purposes is extremely low. The physical barrier provided by the water aqueduct also has the benefit of ensuring that there is no land use conflict between the proposed use and the existing agricultural activities located to the west of the aqueduct. I am satisfied that the proposed use does not adversely impact the ongoing operation of existing agricultural uses in this area.*

9 *The proposal does not result in the loss of productive agricultural land, nor does it alter the existing subdivision pattern of the area. I consider that a non-agricultural land use on the subject site is acceptable.”*

It is submitted that the proposal is consistent with planning policy as follows:

- The proposed dwelling will not fragment agricultural land as the site is identified as having low or very low quality land under Clause 14.01-1L.
- The site does not form part of the Harcourt irrigation area.
- The lot was created after the introduction of planning controls because of the construction of the Calder Freeway.
- The additional dwelling will not impact farming uses.
- The lot is not located in a groundwater management area or an irrigation area.
- The site is also within the designated urban centre of Elphinstone and does to lead to sprawl along the highway.

- The land will not be taken out of agricultural production.
- The construction of the dwelling will not impact adjoining agricultural activities.
- The proposal does not alter the subdivision pattern of the area.
- The proposed rehabilitation plan is provided to address the policy at Clause 14.02-1S to protect and enhance the watercourse and provide a vegetated buffer to reduce runoff and maintain the drainage function of the watercourse.

6.5 Does the proposal meet the purpose and decision guidelines of the Farming Zone?

An assessment of the proposal against the decision guidelines of Clause 35.07-6 is addressed in the table below.

Decision Guidelines	Proposal
General	
The Municipal Planning Strategy and the Planning Policy Framework.	This matter is addressed above
Any Regional Catchment Strategy and associated plan applying to the land.	The site is within the North Central Catchment and the relevant strategy is NCCMA Strategy 2013. The location of the site adjoining Elphinstone enables the site to provide a buffer between residential land and farming uses.
The capability of the land to accommodate the proposed use or development, including the disposal of effluent.	A land capability assessment is provided, which establishes that the disposal of waste can be accommodated without impact on the watercourse and the broader Eppalock catchment.
How the use or development relates to sustainable land management.	The application will enable the enhancement of vegetation along the watercourse and to prevent erosion.
Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.	The property is suitable for the proposed associated dwelling. Adjoining land is used for limited agricultural uses and has approval for a service station. The proposed use is consistent with the area and is compatible with adjoining land uses.
How the use and development makes use of existing infrastructure and services.	The proposed use has access to constructed roads and will support infrastructure provided for Elphinstone.
Agricultural issues and the impacts from non-agricultural uses	
Whether the use or development will support and enhance agricultural production.	The proposed dwelling will not impact the future use of the site for agricultural production given the low quality of land.

Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.	The proposal will not prevent the use of the site for agricultural production. The submitted proposal will not adversely affect soil quality.
The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.	Adjoining agricultural uses will not be impacted by the proposed dwelling.
The capacity of the site to sustain the agricultural use.	The site has a low to very low agricultural quality and the site cannot sustain an agricultural use.
The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.	The site is identified as have low to very low agricultural quality. The site has access to water. The property is only 5 minutes from Elphinstone and is accessed by the Old Calder Highway and Pyrenees Highway. It has appropriate access to infrastructure.
Any integrated land management plan prepared for the site.	N/A.
Whether Rural worker accommodation is necessary having regard to: <ul style="list-style-type: none"> ▪ The nature and scale of the agricultural use. ▪ The accessibility to residential areas and existing accommodation, and the remoteness of the location. 	N/A
The duration of the use of the land for Rural worker accommodation.	N/A
Accommodation	
Whether the dwelling will result in the loss or fragmentation of productive agricultural land.	The proposed dwelling will not lead to a loss or fragmentation of productive agricultural land as the site is identified as having low or very low land quality.
Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.	The land uses are compatible and there will be no adverse impacts.
Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.	The dwelling will not adversely affect the operation and expansion of other agricultural activities in the area.
The potential for the proposal to lead to a concentration or proliferation of dwellings in	There are dwellings on adjoining properties, which support agricultural uses on these sites.

the area and the impact of this on the use of the land for agriculture.	The proposal is part of the urban centre of Elphinstone and adjoins a site approved for a service station. It is an appropriate development in a peri-urban location.
<p>The potential for accommodation to be adversely affected by noise and shadow flicker impacts if it is located within one kilometre from the nearest title boundary of land subject to:</p> <ul style="list-style-type: none"> ▪ A permit for a wind energy facility; or ▪ An application for a permit for a wind energy facility; or ▪ An incorporated document approving a wind energy facility; or ▪ A proposed wind energy facility for which an action has been taken under section 8(1), 8(2), 8(3) or 8(4) of the Environment Effects Act 1978. 	There are no existing or proposed wind energy facilities within one kilometre of the site.
The potential for accommodation to be adversely affected by vehicular traffic, noise, blasting, dust and vibration from an existing or proposed extractive industry operation if it is located within 500 metres from the nearest title boundary of land on which a work authority has been applied for or granted under the Mineral Resources (Sustainable Development) Act 1990.	The site is not located within 500 metres of an extractive industry.
Environmental	
The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.	<p>All vegetation will be retained, and conservation areas established to enhance the biodiversity of the site.</p> <p>It is also proposed to regenerate the watercourse, which will upgrade the water quality of the stream.</p>
The impact of the use or development on the flora and fauna on the site and its surrounds.	All vegetation is retained and protected.
The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.	<p>The plan provides for the retention and enhancement of vegetation and the protection of the riparian buffer along the watercourse on the land.</p> <p>All access is provided to avoid the watercourse and vegetation.</p>
The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.	The application relies on the submitted Land Capability report.

Design and Siting	
The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.	The buildings have been located to facilitate effective property management and avoid the best quality agricultural land.
The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.	The siting of the building envelope has considered landscape features, vistas, access and road location. Materials to be used are of a natural palate, non-reflective and designed to integrate with the natural environment.
The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.	The proposed dwelling is sited to retain vegetation and to sit within the landscape. There are no adjoining heritage sites or areas of potential cultural significance.
The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.	The site adjoins constructed roads and other services can be provided.
Whether the use and development will require traffic management measures.	The proposed use will not generate any traffic issues.
<p>The need to locate and design buildings used for accommodation to avoid or reduce noise and shadow flicker impacts from the operation of a wind energy facility if it is located within one kilometre from the nearest title boundary of land subject to:</p> <ul style="list-style-type: none"> ▪ A permit for a wind energy facility; or ▪ An application for a permit for a wind energy facility; or ▪ An incorporated document approving a wind energy facility; or ▪ A proposed wind energy facility for which an action has been taken under section 8(1), 8(2), 8(3) or 8(4) of the Environment Effects Act 1978. 	There are no existing or proposed wind energy facilities within one kilometre of the site.
The need to locate and design buildings used for accommodation to avoid or reduce the impact from vehicular traffic, noise, blasting, dust and vibration from an existing or proposed extractive industry operation if it is located within 500 metres from the nearest title boundary of land on which a work authority has been applied for or granted under the Mineral Resources (Sustainable Development) Act 1990.	The site is not located within 500 metres of an extractive industry.

Table 2: Clause 35.07-6 Assessment

It is submitted that the proposed dwelling satisfactorily addresses the decision guidelines of the Farming Zone.

6.6 Does the proposal meet the environmental objectives and decision guidelines of the Environmental Significance Overlays

The subject site is within the Environmental Significance Overlay Schedule 1. Schedule 1 is applied to protect the Eppalock Declared Water Supply Catchment.

An assessment of the application against the decision guidelines of the schedule is provided in table 3 below.

Decision Guidelines	Proposal
The Catchment Management Authority Regional Strategy for the Loddon-Campaspe water catchment.	The proposal including the waste treatment system and rehabilitation plan protect the water quality of the catchment. This includes a single disposal area for the two dwellings and a proposed rehabilitation plan to fence and landscape the existing watercourse. A detailed plan can be provided as a condition of any permit issued.
The effect that the proposed development will have on water quality.	The application is accompanied by a Land Capability Assessment, which indicates that wastewater from both dwellings can be managed by a single disposal area to protect water quality.
The need to protect vegetation and habitat and the role these attributes play in improving and assisting in the maintenance of water quality.	The application will enable the vegetation along the watercourse to be upgraded and protected.
The need to retain vegetation which prevents or limits adverse effects on ground water recharge.	There is no impact on ground water recharge areas.

Table 3: ESO1 Assessment Table

It is noted that Coliban Water supports the application subject to conditions. These conditions related to wastewater management including endorsement of the submitted land capability assessment.

Coliban Water requested a plan identifying areas to be revegetated along the drainage line and proposed fencing. This information is provided in the submitted plans. Additional detail could be provided as a condition on any permit issued.

It is submitted that as this issue is accepted by the relevant water authority the proposal is consistent with the Environmental Significance Overlay.

Comments were also sought from Goulburn Murray Water and the NCCMA. Both authorities had no objection to the application.

6.7 Clause 65 Decision Guidelines

It is noted that while a permit can be granted for the dwelling and associated works it must still be assessed under the provisions of Clause 65.01. A response to these provisions is provided in the table below:

Scheme Provision	Response
The matters set out in section 60 of the Act.	This issue is addressed above.
Any significant effects the environment, including the contamination of land, may have on the use or development.	The land is not contaminated, and the environment will not have any significant effects on the proposed dwelling.
The Municipal Planning Strategy and the Planning Policy Framework.	This issue is addressed above
The purpose of the zone, overlay or other provision.	These matters are addressed above.
Any matter required to be considered in the zone, overlay or other provision.	This issue is addressed above.
The orderly planning of the area.	The proposed use and development are consistent with the agricultural use of the site and surrounding area. The construction of a dwelling is consistent with the urban area of Elphinstone.
The effect on the environment, human health and amenity of the area.	The proposed dwelling will not impact the environment, human health, or the amenity of the area.
The proximity of the land to any public land.	The site does not adjoin public land.
Factors likely to cause or contribute to land degradation, salinity or reduce water quality.	The dwelling location will not contribute to land degradation, salinity or reduce water quality. The submitted Landscape Plan will ensure that water quality is enhanced, and soils are protected.
Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.	Stormwater will be reused.
The extent and character of native vegetation and the likelihood of its destruction.	No native vegetation is required to be removed and will be protected by the Conservation Area.
Whether native vegetation is to be or can be protected, planted or allowed to regenerate.	There is no vegetation on the site of the dwelling. Remnant vegetation will be protected by the Conservation Area.
The degree of flood, erosion or fire hazard associated with the location of the land and	The dwelling site is not subject to flooding.

the use, development or management of the land so as to minimise any such hazard.	
The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.	N/A
The impact the use or development will have on the current and future development and operation of the transport system.	The proposed dwelling will not impact the transport system as no new access is proposed.

Table 4: Clause 65 Assessment

It is submitted that the dwelling satisfies the Decision Guidelines in Clause 65.01 and should be approved.

6.8 Referral Comments

The proposed application has been discussed with Coliban Water and Goulburn Murray Water. Neither authority has an objection to the proposed dwelling subject to the inclusion of conditions, in any permit issued.

A copy of the comments is included in Appendix D.

6.9 Time Limits

It is submitted that any permit issued should allow for the dwelling and outbuilding development to commence within two (2) years of the date of issue and to be completed within four (4) years of the issue date.

7.0 Conclusion and Application

7.1 Conclusion

The site is zoned Farming and can be used and developed for a second dwelling and all relevant requirements of the Mount Alexander Planning Scheme can be addressed.

It is submitted that the proposed additional dwelling is consistent with the provisions of the Mount Alexander Planning Scheme. The application:

- Satisfactorily responds to the previous Council decision and provides an appropriate and viable Conservation Plan.
- Addresses the requirements of Clause 65.01.
- Satisfactorily addresses and responds to the purpose of the Farming Zone and associated decision guidelines.
- Provides a comprehensive and viable Conservation Plan to protect and enhance the existing watercourse.
- Waste can be appropriately treated without impact on the water quality of the catchment; and,
- Provides for the suitable protection of vegetation and water quality.

7.2 Application

Having regard to the detailed justification outlined in this report, it is respectfully requested that Council consider and grant a Planning Permit for the submitted second Dwelling and outbuilding.

Appendices

Appendix A – Title

**REGISTER SEARCH STATEMENT (Title Search) Transfer of
Land Act 1958**

VOLUME 11321 FOLIO 659

Security no : 124110263137S
Produced 03/11/2023 10:11 AM

LAND DESCRIPTION

Lot 2 on Plan of Subdivision 613896G.
PARENT TITLES :
Volume 10780 Folio 143 to Volume 10780 Folio 144
Volume 10780 Folio 147
Created by instrument PS613896G 07/12/2011

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
LEIGH ANTHONY VELLA of 2343 CALDER HIGHWAY ELPHINSTONE VIC 3448
AJ544211C 13/03/2012

ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AJ544212A 13/03/2012
COMMONWEALTH BANK OF AUSTRALIA

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE PS613896G FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 2342 CALDER HIGHWAY ELPHINSTONE VIC 3448

ADMINISTRATIVE NOTICES

NIL

eCT Control 15940N COMMONWEALTH BANK OF AUSTRALIA
Effective from 23/10/2016

DOCUMENT END



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The document is invalid if this cover sheet is removed or altered.

<p>PLAN OF SUBDIVISION Under Section 35(8) of the Subdivision Act 1988</p>	<p>STAGE NO. /</p>	<p>LRS use only EDITION 1</p>	<p>Plan No. P 28/11/2011 \$909.30 PS </p>
---	--------------------	--	---

Location of Land

Parish: ELPHINSTONE
 Township: _____
 Section: 1
 Crown Allotment: _____
 Crown Portion: 4 (PART), 5 (PART)
 6 (PART), 7 (PART)

Title Reference: Vol. 10780 Fol. 143 Vol. 10780 Fol. 147 *147*
 Vol. 10780 Fol. 144
 DISCONTINUED ROAD VIDE GOVT. GAZETTE
 S246 26/07/2011 p.3

Last Plan Reference: PS504596D

Postal Address: CALDER HIGHWAY,
 (at time of subdivision) ELPHINSTONE 3448

MGA94 Co-ordinates E 262 500
 (of approx. centre of plan) N 5 891 200
 ZONE: 55

Council Certification and Endorsement

Council Name: MOUNT ALEXANDER SHIRE COUNCIL Ref:

A. This is a plan under section 35(8) of the Subdivision Act 1988 which does not create any additional lots.
 B. This plan is exempt from Part 3 of the Subdivision Act 1988.
~~C. This is a plan under section 35(8) of the Subdivision Act 1988 which creates (an) additional lot(s).~~
 D. It is certified under section 6 of the Subdivision Act 1988.
~~E. It is certified under section 11(7) of the Subdivision Act 1988.~~
~~F. Date of original certification under section 6: / /~~
 G. This is a statement of compliance under section 21 of the Subdivision Act 1988.

Council Delegate _____
 Council Seal *MA*
 Date 14 / 9 / 2011

Re-certified under section 11(7) of the Subdivision Act 1988.
~~Council Delegate~~
~~Council Seal~~
~~Date / /~~

Vesting of Roads and / or Reserves

Roads and reserves vest in the council/body/person named upon registration of this plan.

Identifier	Council/Body/Person
ROAD R1	ROADS CORPORATION

Notations

Staging This is not a staged subdivision.
 Planning Permit No: NOT APPLICABLE

Depth Limitation: DOES NOT APPLY
 No Land is to be acquired on the basis of this plan
 The land being subdivided is enclosed within thick continuous lines.

Survey

This plan is based on survey and is compiled from Roads Corporation SP20306B & SP22232.
 This plan has been connected to permanent marks no(s) 8, 36, 75, 77.
 In proclaimed Survey Area no. 138

Easement Information

Legend: E - Encumbering Easement or Condition in the Nature of an Easement
 A - Appurtenant Easement R - Encumbering Easement (Road)

Easements marked (-) are existing easements.
 Easements marked (+) are created upon registration of this plan.
 Easements marked (*) are created when the appropriate vesting date is recorded or transfer registered.
 Easements marked (#) are removed when the appropriate vesting date is recorded or transfer registered.

Symbol	Subject Land	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
-	R1	PUBLIC HIGHWAY	SEE DIAG.	GG 10/8/1960	THE PUBLIC

LRS use only

Statement of Compliance/
 Exemption Statement

Received

Date 28 / 11 / 2011

LRS use only

PLAN REGISTERED

Time 3:01 PM
 Date 7 / 12 / 2011

D.REVELL
 Assistant Registrar of Titles

Sheet 1 of 2 Sheets

ROADS CORPORATION
 Property Services- Survey and Declaration
 60 Denmark Street,
 Kew. 3101.
 Contact: BOGDAN LEGUN
 Ph. 9854 2083 Fax. 9853 3537

Drawing file : LI&S/subactplans/25530-lis--ps-02.dgn

LICENSED SURVEYOR BOGDAN LEGUN
 (PRINT)

SIGNATURE *B. Legun* DATE 6, 9, 2011

Job Book Number 27268
 REF. SP20306BPS3 VERSION A

MA

DATE 14 / 9 / 2011

COUNCIL DELEGATE SIGNATURE _____
 Original sheet size A3

Appendix B – Development Plans

Appendix C – Land Capability Assessment



edwards
environmental

Land Capability Assessment

2342 Calder Highway, Elphinstone Victoria 3448

Prepared for Currie & Brown

October 2023 Version 2.0



Assessors' Academic Qualifications and Professional Memberships

Luke Collins is an environmental consultant with Edwards Environmental. Luke has a Bachelor of Engineering (Environmental Engineering) (Honours) specialising in groundwater. Luke has eight years' experience in environmental assessments working on contaminated land projects, civil construction and natural resource management. Luke is a member of the Australian Land & Groundwater Association (ALGA). Site assessments, sampling, preparation of site plans and compilation of reports are undertaken by Luke Collins.

Dean Edwards is the Principal consultant at Edwards Environmental. He has a Bachelor Applied Science (Chemistry) and a Master of Science. Dean has almost 20 years' experience in the environmental industry including 10 years at EPA Victoria. Dean is a member of the Australian Land & Groundwater Association (ALGA). The results of site assessment, analytic results and report were reviewed by Dean Edwards.

NATA Accredited Laboratory

Edwards Environmental engages only NATA accredited laboratories for analytic testing.

Professional Indemnity Insurance

Class of Policy	Professional Indemnity
Insurer	FTA Insurance
Ref No.	2308ProEdwardsEnv
Period of cover	17-08-23 – 17-08-24
Policy Limit	\$2 million any one claim and \$4 million in the aggregate

Limitations

This document was prepared for the purpose as described in the introduction of the report. The conclusion and recommendations of this assessment are based upon evidence obtained through personal interviews, site investigations, representative sampling, data and information supplied by the client, and professional opinion and judgement.

All reasonable care has been taken to ensure that the data and information on which the assessment is based is accurate and complete. The conclusions and recommendation are based on evidence collected at the time of the investigation and Edwards Environmental disclaims all liability for any changes that may have occurred at the site since the investigation. This report shall not be amended or reproduced without written approval from Edwards Environmental.

Land Capability Assessment.

2342 Calder Highway, Elphinstone Victoria 3448

Distribution

Version	Date	Copies	Recipient
1.0	July 2023	Electronic	Currie & Brown c/o Gerard Gifedder
2.0	October 2023	Electronic	Currie & Brown c/o Gerard Gifedder

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Prepared for

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c/o Gerard Gifedder

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ABBREVIATIONS (Source: EPA 891.4, July 2016)

AS/NZS	Australian Standard/New Zealand Standard
AWA	Australian Water Association
AWTS	Aerated wastewater treatment system
BOD ₅	Biochemical oxygen demand (5-day test)
CaLP	Catchment and Land Protection Act
CDO	Council delegated officer
CFU	Colony forming units
DIR	Design irrigation rate
DELWP	Department of Environment, Land, Water and Planning
DLR	Design loading rate
DWMP	Domestic wastewater management plan
DSE	Department of Sustainability and Environment
EC	Electrical conductivity
EHO	Environmental health officer
EPA	Environment Protection Authority
EPAI	Environment Protection Agency, Ireland
ETA	Evapo-transpiration absorption (bed)
EVT	Evapo-transpiration
FOG	Fats, oils and grease
IWRG	Industrial Wastewater Resource Guidelines
LCA	Land capability assessment
LAA	Land application area
LPED	Low-pressure effluent distribution system
MAV	Municipal Association of Victoria
NA	Not allowed/Not applicable
PIA	Planning Institute of Australia
PIC	Plumbing Industry Commission
SAR	Sodium absorption ratio
SEPP (GoV):	State Environment Protection Policy (Groundwaters of Victoria)
SEPP (WoV)	State Environment Protection Policy (Waters of Victoria)
SS	Suspended solids
STED	Septic tank effluent drainage
STEG	Septic tank effluent gravity
STEP	Septic tank effluent pump
TDS	Total dissolved salts
TSS	Total suspended solids
UDT	Urine-diversion toilets
UV	Ultraviolet
VBA	Victorian Building Authority
WELS	Water Efficiency Labelling and Standards

Executive Summary

Edwards Environmental was engaged by Gerard Gilfedder from Currie & Brown, to undertake an LCA for 2342 Calder Highway, Elphinstone Victoria 3448. The property is number 12179 in the local government area of Mount Alexander Shire Council, and shown in Appendix 2 *Location Map*. The size of the property is approximately 3.648ha and it is zoned Farming Zone (FZ) under the Planning Scheme.

The proposal considers the existing 4 bedroom (& study) residence onsite and the construction of a second residential building containing 6 bedrooms, a study and rumpus room.

The report presents the results of the LCA undertaken during winter, 2023. The results indicate the site is capable of sustainable management of secondary treated wastewater using a land application area of 900 square meters.

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1 Introduction

1.1 Background

Edwards Environmental was engaged by the owner, Currie & Brown, to undertake an LCA for 2342 Calder Highway, Elphinstone Victoria 3448. The property is number 12179 in the local government area of Mount Alexander Shire Council, and shown in Appendix 2 *Location Map*. The size of the property is approximately 3.648ham² and it is zoned Farming Zone (FZ) under the Planning Scheme.

The proposal considers the existing 4 bedroom (& study) residence onsite and the construction of a second residential building containing 6 bedrooms, a study and rumpus room.

The Report assumes WELS-rated water-reduction fixtures and fittings - minimum 4 Stars for dual-flush toilets, shower flow restrictors, aerator taps, flow/pressure control valves and minimum 3 Stars for all appliances (*EPA 891.4 July 2016 Table 4: Note 3*).

A detailed irrigation system design (i.e. sizing of pumps and pipework) is beyond the scope of this report. Detailed design for the irrigation system should be undertaken by a qualified professional and submitted for council approval.

1.2 Aims

Residential developments in areas without reticulated sewers require wastewater management to protect human health, amenity, resources and the environment. A Land Capability Assessment (LCA) is undertaken for high-risk sites and/or where the site is in a Declared Water Supply Catchment (*refer to EPA 891.4 July 2016, p34 -36*).

The aims of the report are to:

- assess the capability of the site to sustainably manage wastewater within the allotment boundaries;
- quantify the wastewater volume and nutrient load due to the development;
- determine the effluent quality the treatment system must achieve having regard to site capability;
- design a land application area (LAA) and layout having regard to site capability;
- provide advice to the landowner/occupier to ensure safe on-site disposal of wastewater into the future.

2 Method

Edwards Environmental follows best practice LCA methodology as per *EPA 891.4: 2016*. Soil samples are collected in accordance with *Edwards Environmental Soil Sampling Procedures*. Chain of custody forms are completed for all samples submitted to laboratories. Refer to Appendices for *Sample Receipt Advice & Chain of Custody* documentation.

The land capability assessment criteria are from the *Victorian Land Capability Assessment Framework, 2014* ('the framework') and based on *AS/NZS 1547:2012*. There are two broad sets of criteria: site features, and soil chemical/physical features. The levels of constraint (minor, moderate, major) are defined in the framework.

The quantity of wastewater and the organic loading due to the development is estimated from *Table 4 of EPA 891.4 Code of practice – Onsite Wastewater Management (July 2016)* based on information provided by the client (for example the number of occupants).

The level of wastewater treatment (primary, secondary, tertiary) is determined as a function of site constraints, soil constraints and offsite constraints such as sensitivity of the catchment, density of development in the catchment, location of surface waters and other considerations pertaining to long term acceptance rate (LTAR), such as *Council's Domestic Wastewater Management Action Plan*.

The method of land application (absorption, irrigation etc) is determined by effluent quality, site and soil constraints in an iterative process (refer to *Selection of Land Application System: Appendix K of AS/NZS 1547:2012 On-Site Domestic Wastewater Management*).

The Design Irrigation Rate or Design Loading Rate are determined based on indicative soil permeability (i.e. based primarily on soil structure characteristics, refer *AS/NZS 1547:2012 On-Site domestic Wastewater Management Tables L1 (p145) and M1 (p160)*). A conservative estimate of soil permeability is typically the cost-effective approach to design. The client's agreement is required prior to undertaking a soil permeability test as it incurs an additional fee.

The land application area for primary treated effluent systems is calculated from *equation L1 (AS/NZS 1547:2012, p.144)* and assumes that beds and trenches will be designed in accordance with *Table L2 p146 AS/NZS 1547:2012* or the most current version of the Standard.

The land application area for irrigation systems is calculated by the approved method *Nominated Area Water Balance for Zero Storage (Victorian Land Capability Assessment Framework, 2014)*. The calculations use the following inputs:

- Volume of waste water due to the development
- Design irrigation rate
- Crop factor (based on grasses in Victoria)
- Rainfall runoff factor (function of soil type, slope, cut-off drains etc)
- Rainfall and evaporation data (meteorological station in proximity to site)

The following site details are provided in the report (or appendices to the report):

- a. Site address (lot number and street address)
- b. Title boundaries
- c. Council zoning and significance overlays
- d. Type of catchment (potable, special, declared)
- e. North direction
- f. Location, depth and specified use of groundwater bores in vicinity
- g. Contour lines at maximum 10m intervals, direction and degree of slope
- h. Location of soil sample sites (Bore holes – BH) or profile pits
- i. Infrastructure and utilities (existing or proposed)
- j. Depth to groundwater in winter
- k. Site features and/or constraints (springs, floodplains, surface waters)
- l. Rock outcrops,
- m. Shallow bedrock, impervious layers
- n. Setback distance to surface waters
- o. Drainage lines and springs
- p. Flood potential
- q. Landslip or erosion potential
- r. Location of significant vegetation
- s. Relevant set back distances
- t. Proposed storm water drains and cut offs
- u. Actual and proposed buildings, paths, driveways, paddocks
- v. Actual and proposed infrastructure (drains, swimming pools, dams)
- w. Adjoining land use features/constraints
- x. Location of wastewater treatment plant (dimensions)
- y. Proposed land application area (LAA) with dimensions and off sets
- z. Duplicate LAA with dimensions and off sets

3 Land Capability Assessment

3.1 Development Proposal

The land capability assessment is for the treatment and disposal on-site of wastewater resulting from the proposed development of the land. The proposal considers the existing 4 bedroom (& study) residence onsite and the construction of a second residential building containing 6 bedrooms, a study and rumpus room.

The design wastewater quantity is estimated to be 2,250L/day.

TABLE 1: HYDRAULIC LOADING				
Source	Typical waste water load L/person/day	No. of potential bedrooms	Plus 1	Total Hydraulic Loading (L)
Existing Dwelling - Households with standard water- reduction fixtures	150	5	1	900
Proposed Dwelling - Households with standard water- reduction fixtures	150	8	1	1,350
Total hydraulic load				2,250L/day

3.2 Site

3.2.1 Site Description

The site investigation was completed on the 28 June 2023 and the following notes were recorded:

- The weather had been wet over the past week
- The proposed effluent field is minimally impacted by stormwater run-on/off
- There is no evidence of a shallow water table
- Rock outcrops were not found on site

TABLE 2: SITE DETAILS			
Address	2342 CALDER HIGHWAY ELPHINSTONE 3448		
Crown Description	Lot 2 PS613896		
Council Area	Mount Alexander Shire Council	Property No.	12179
Allotment Size	3.59ha		
Planning Details (see Appendix 1 Property Planning Report)			
Planning Zone	FARMING ZONE (FZ) SCHEDULE TO THE FARMING ZONE (FZ)		
Planning Overlays	ENVIRONMENTAL SIGNIFICANCE OVERLAY (ESO) ENVIRONMENTAL SIGNIFICANCE OVERLAY - SCHEDULE 1 (ESO1)		
Planning Overlays in the vicinity but not directly affecting the land	DESIGN AND DEVELOPMENT OVERLAY (DDO)		
Infrastructure			
Design Wastewater Load	2,250L/day		
Availability of Sewer	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Surface Waters			
Declared Water Supply Catchment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	



3.2.2 Site Risk Assessment

TABLE 3: RISK ASSESSMENT OF SITE CHARACTERISTICS (From Victorian Land Capability Assessment Framework, 2014 - Table 3)				
Characteristic	Level of Constraint			Assessed Level of Constraint for Site
	Nil or Minor	Moderate	Major	
Declared Water Supply Catchment	No		Yes	MAJOR
Reticulated sewer available			No	MAJOR
Aspect (affects solar radiation received)	North / North-East / North-West	East / West / South-East / South-West	South	MINOR
Climate (difference between annual rainfall and pan evaporation)	Excess of evaporation over rainfall in the wettest months	Rainfall approximates to evaporation	Excess of rainfall over evaporation in the wettest months	MAJOR
Erosion (or potential for erosion)	Nil or minor	Moderate	Severe	MINOR
Exposure to sun and wind	Full sun and/or high wind or minimal shading	Dappled light	Limited patches of light and little wind to heavily shaded all day	MINOR
Fill (imported)	No fill or minimal fill, or fill is good quality topsoil	Moderate coverage and fill is good quality	Extensive poor-quality fill and variable quality fill	MINOR
Flood Frequency (ARI)	Less than 1 in 100 years	Between 100 and 20 years	More than 1 in 20 years	MINOR
Groundwater bores	No bores onsite or on neighbouring properties	Setback distance from bore complies with requirements in EPA Code of Practice 891.3 (as amended)	Setback distance from bore does not comply with requirements in EPA Code of Practice 891.3 (as amended)	MINOR
Land area available for LAA	Exceeds LAA and duplicate LAA and buffer distance requirements	Meets LAA and duplicate LAA and buffer distance requirements	Insufficient area for LAA	MINOR
Landslip (or landslide potential)	Nil	Minor to moderate	High or Severe	MINOR
Rock outcrops (% of surface)	<10%	10-20%	>20%	MINOR
Slope Form (affects water shedding ability)	Convex or divergent side-slopes	Straight side-slopes	Concave or convergent side-slopes	MINOR



TABLE 3: RISK ASSESSMENT OF SITE CHARACTERISTICS (From Victorian Land Capability Assessment Framework, 2014 - Table 3)

Characteristic	Level of Constraint					Assessed Level of Constraint for Site
	Nil or Minor		Moderate	Major		
Slope gradient % for subsurface irrigation	<10%		10-30%	>30%		MINOR
Soil Drainage (qualitative)	No visible signs or likelihood of dampness, even in wet season		Some signs or likelihood of dampness	Wet soil, moisture-loving plants, standing water in pit; water ponding on surface, soil pit fills with water		MINOR
Stormwater run-on	Low likelihood of stormwater run-on			High likelihood of inundation by stormwater run-on		MINOR
Surface waters - setback distance (m)	Setback distance complies with requirements in EPA Code of Practice 891.3 (as amended)			Setback distance does not comply with requirements in EPA Code of Practice 891.3 (as amended)		MINOR
Vegetation coverage over the site	Plentiful vegetation with healthy growth and good potential for nutrient uptake		Limited variety of vegetation		Sparse vegetation or no vegetation	MODERATE
Soil Drainage (Field Handbook definitions)	Rapidly drained. Water removed from soil rapidly in relation to supply, excess water flows downward rapidly. No horizon remains wet for more than a few hours after addition	Well drained. Water removed from the soil readily, excess flows downward. Some horizons may remain wet for several days after addition	Moderately well drained. Water removed somewhat slowly in relation to supply, some horizons may remain wet for a week or more after addition	Imperfectly drained. Water removed very slowly in relation to supply, seasonal ponding, all horizons wet for periods of several months, some mottling	Poorly/Very poorly drained. Water remains at or near the surface for most of the year, strong greying. All horizons wet for several months	MINOR
<p>Legend: Nil or Minor: If all constraints are minor, conventional/standard designs are generally satisfactory. Moderate: For each moderate constraint an appropriate design modification over and above that of a standard design, should be outlined. Major: Any major constraint might prove an impediment to successful on-site wastewater management, or alternatively will require in-depth investigation and incorporation of sophisticated mitigation measures in the design to permit compliant onsite wastewater management.</p>						

3.3 Soil

3.3.1 Soil investigation

The complete set of analytical results is provided in Appendix 5. The site map illustrates the location of boreholes and or test pits – Appendix 2, and borelogs are presented in Appendix 4. A summary of the analytical results is presented below in Table 4.

TABLE 4 SOIL ANALYSIS RESULTS			
Analytes	Units	BH-01	BH-02
pH	pH units	4.2	5.0
EC@25°C	dS/m	0.216	0.009
Exchangeable Calcium	mg/kg	45	32
Exchangeable Magnesium	mg/kg	543	469
Exchangeable Potassium	mg/kg	148	153
Exchangeable Sodium	mg/kg	86	78
CEC	MEQ%	5.5	4.8
ESP	%	6.9	7.1
Sodicity Rating	----	Sodic	Sodic
SAR		0.17	0.17
*Emerson Testing – 2 Hours	----	7,7	2,2
*Emerson Testing – 20 Hours	----	7,7-5	2,2

*Emmerson testing conducted as air dried aggregates/remoulded ped.

The pH of the soils is considered slightly acidic with low salinity concentrations. The soils are sodic and prone to dispersion. The addition of gypsum will form natural aggregation of soil particles which will lead to good soil structure, and hence improved soil permeability refer to Appendix 10.

3.3.2 Soil Category/ Design Irrigation Rate (DIR)

Brown dry SILTY SANDY LOAMS followed by pale brown/yellow dry SILTY CLAY LOAMS and strongly structured orange-pale brown dry LIGHT CLAY were observed in both boreholes. Soil lithologies taken during boreholes sampling have been attached refer to Appendix 4.

Soil Category: Moderately Structured CLAY LOAMS (4a)

Design Irrigation Rate: 3.5mm/day (taken from EPA Code 891.4 Appendix A: Table 9 Clay Loams 4a for Subsurface Irrigation)

3.3.3 Soil Risk Assessment

TABLE 5: RISK ASSESSMENT OF SOIL CHARACTERISTICS (Victorian Land Capability Assessment Framework, 2014 - Tables 2 & 4)				
Characteristic	Level of Constraint			Assessed Level of Constraint for Site
	Nil or Minor	Moderate	Major	
Electrical Conductivity (ECe) (dS/m) as a measure of soil salinity	<0.8	0.8 - 2	>2	MINOR
	EC test result infers the salinity of the soil and its potential impact on plant growth on the LAA. Refer to Hazelton & Murphy (2007) for interpretation of EC test results. Application of effluent increases salt content of soils over time. Refer to Stevens, D.P., Smolenaars, S. and Kelly, J. (2008). Irrigation of Amenity Horticulture with Recycled Water. Smart Water Fund, Victoria.			
Emerson Aggregate Class (consider in context of sodicity)	4, 5, 6, 8	7	1, 2, 3	MAJOR
	EAC results infer dispersibility (as ped slaking, soil dispersion or both). LAAs should not be installed in soils with moderate or high dispersibility, without adequate mitigation (e.g. addition of gypsum, use of irrigation).			
Gleying (see Munsell Soil Colour Chart)	Nil	Some evidence of greenish grey / black or bluish grey / black soil colours	Predominant greenish grey / black, bluish grey / black colours	MINOR
Mottling (see Munsell Soil Colour Chart)	Very well to well-drained soils generally have uniform brownish or reddish colour	Moderately well to imperfectly drained soils have grey and/or yellow brown mottles and in the mottled areas occur higher in the profile the less well-drained the soil	Poorly drained soils have predominant grey colours with yellow brown or reddish brown mottles located along root channels, large pores and cracks	MINOR
	Gleyed soils indicate permanent saturation (permanent watertable), while orange, yellow and red mottles indicate seasonal saturation with intermittent periods of drying (perched or seasonal watertable).			
pH (favoured range for plants)	5.5 - 8 is the optimum range for a wide range of plants; 4.5 - 5.5 suitable for many acid-loving plants		<4.5, >8	MINOR
	Acid soils (pH <5) or alkaline soils (pH >8) may constrain plant growth and should be ameliorated by use of chemical additives (e.g. lime for acidity). pH <4.5 may lead to aluminium or manganese toxicity; pH>8 may reduce availability of trace elements and phosphate and make gypsum ineffective as an amendment to lower sodicity.			

TABLE 5: RISK ASSESSMENT OF SOIL CHARACTERISTICS (Victorian Land Capability Assessment Framework, 2014 - Tables 2 & 4)				
Characteristic	Level of Constraint			Assessed Level of Constraint for Site
	Nil or Minor	Moderate	Major	
Rock Fragments (size & volume %)	0 – 10%	10 – 20 %	>20%	MINOR
Coarse rock fragments displace soil volume and therefore can limit assimilative capacity of soils.				
Sodicity (ESP %)	<6%	6 – 8%	>8%	MINOR
The percentage of sodium compounds on cation exchange sites on soil particles. ESP >6% may cause damage to the soil structure. Refer to Hazelton & Murphy (2007). Effluent and greywater contain sodium. A value of ESP = 6% is taken as the threshold between a sodic and non-sodic soil but it depends on the type of clay mineral in the soil. Soils with elevated ESP are often very dispersive and have low permeability.				
Soil Depth to Rock or other impermeable layer (m)	>1.5 m	1.5 – 1 m	<1 m	MINOR
Deeper soils generally have a greater assimilative capacity for effluent (depending on soil type).				
Soil Structure (pedality)	Highly or Moderately structured	Weakly-structured	Structureless, Massive or hardpan	MINOR
Soil Texture, ⁶ (Indicative Permeability (K _{sat}) (m/d))	Cat. 2b (1.4 - 3.0) Cat. 3a (1.5 – 3.0) Cat. 3b (1.5 – 3.0) Cat. 4a (0.5 – 1.5)	Cat. 4b (0.12 – 0.5) Cat. 4c (0.06 – 0.12) Cat. 5a (0.12 – 0.5)	Cat. 1 & 2a (>3.0) Cat. 5b & 5c (0.06 < 0.06) Cat. 6a, b, c (<0.06 - 0.06)	MINOR
Refer to Soil Classification in AS/NZS1547 (Table 5.1 p 39, 2012) and the Design Loading Rates and Design Irrigation Rates in Table 9 of the EPA Code of Practice. Indicative permeability ranges have been allotted to each texture and structure combination, but these may need to be varied due to other soil factors such as sodicity and dispersibility. Soil permeability can be measured directly using the constant head permeability method outlined in AS/NZS 1547: 2012				
Watertable Depth (m) below the base of the LAA	>2 m	2 – 1.5 m	<1.5 m	MINOR
The required soil depth to protect groundwater depends on soil type; high permeability soils generally require a greater separation distance (soil depth).				
Legend:				
Nil or Minor: If all constraints are minor, conventional/standard designs are generally satisfactory.				
Moderate: For each moderate constraint an appropriate design modification over and above that of a standard design, should be outlined.				
Major: Any major constraint might prove an impediment to successful on-site wastewater management, or alternatively will require in-depth investigation and incorporation of sophisticated mitigation measures in the design to permit compliant onsite wastewater management.				

4 Design Response to Identified Constraints

The Major Constraints) (from Tables 3 and 5) are summarised in Table 6 with the recommended controls to reduce the risks and/or mitigate the impacts. The controls are incorporated into the design of the treatment land disposal systems and the long-term management plan. Soil risk factors can be exacerbated by construction activities particularly if undertaken when the soil is wet. Construction traffic should be kept off the land application areas; trenching and installation should be carried out only when the soil moisture content is below field capacity (i.e. not saturated).

TABLE 6: MANAGEMENT TOOLS/OPTIONS – FOR MODERATE & MAJOR CONSTRAINTS	
Site/Soil Constraint	Management Tool/Option
Sewer Availability	Wastewater proposed to be treated and disposed of on-site in a sustainable manner.
Climate	A full water balance was undertaken.
Declared Water Supply Catchment	Proposal must meet the effluent quality and set-back distances required by the authorities.
Surface Water Setbacks	Treat effluent to a secondary standard (20/30) <u>The owner will be required to have an on-going contract with a qualified service technician to inspect and maintain the system.</u>
Vegetation Cover	Plant suitable vegetation (see Plant List in Appendix).
Dispersive Topsoil	To reduce surface crusting and promote establishment of grasses, application of gypsum or lime is recommended (see 'Use of Lime and Gypsum' in Appendix). Application of organic mulch around young plants to moderate fluctuations in soil moisture during summer. Choose low sodium detergents, soaps and washing powders. Maintain solar exposure of the LAA: large trees should NOT be planted where the shade will impinge on the LAA.
Dispersive Sub-Soil/ Emmerson Aggregate Class	Design trench depth to avoid exposing the dispersive sub-soil. Place gypsum at the rate of 1kg/square metre in the bottom of trenches prior to placement of aggregate. Supply additional gypsum to the soil surface at 5 – 10-year internals. See 'Use of Lime and Gypsum' in Appendix for more information.
Stormwater run-on / seepage into LAA	Installation of a cut-off drains or earthen bunds to protect the LAA Collection of roof water to a tank for use on the garden (or other purposes) with tank overflow to discharge to stormwater drains if available.
Water usage	A full water balance was undertaken. Occupiers need to monitor and, if necessary, adjust their water use as the land application area may not be large enough if the design water use is exceeded.
Waste management and system monitoring	Follow the "Advice to home owner / occupier" provided in Section 6.

Treating effluent to a secondary standard and discharge via sub-surface irrigation will provide adequate protection of surface waters, groundwater and the surrounding environment.

5 Wastewater Treatment & Discharge Systems

A detailed irrigation system design (i.e. sizing of pumps and pipework) is beyond the scope of this report. Detailed design for the irrigation system should be undertaken by a qualified professional and submitted for council approval (see Appendices for an overview of the application process).

The following recommendations are in accordance with the *Victorian Land Capability Assessment Framework (2013)*, *EPA Publication 891.4 2016* and *AS/NZS 1547:2012*.

5.1 Wastewater Treatment System

An approved secondary treatment system is recommended. The secondary effluent quality required is:

- BOD <20mg/L
- SS <30mg/L

The EPA website lists approved systems that are available for selection by the owner <https://www.epa.vic.gov.au/your-environment/water/onsite-wastewater/onsite-wastewater-systems>. 'EPA approved' secondary treatment systems are able to achieve the desired effluent quality when operated and maintained properly. The property owner has the responsibility to select an approved secondary treatment system (for tips on selecting a system see "Useful factors to consider when selecting ..." in appendices). Details of the selected system should be submitted for approval by Council using the application form: *Septic Tank Permit to Install* available from council websites (for an overview of the process see "Council Septic Tank Permit Application Process" in appendices).

5.2 Effluent Discharge: Pressure Compensating Subsurface Irrigation.

Description: Subsurface irrigation comprises a network of drip-irrigation pipes especially designed for use with wastewater. The pipe incorporates pressure compensating emitters (drippers) that employ a biocide to prevent build-up of slimes and inhibit root penetration. The lateral pipes are usually installed at 0.6 to 1.0 m apart and laid parallel with the land contour. Installation depth is 100-150 mm (within the plant root-zone) in accordance with AS/NZS 1547:2012 *Onsite Domestic Wastewater Management*.

Advantages: subsurface irrigation provides even and widespread dispersal of the treated effluent within the root-zone of plants. The plants use up nutrients and transpire water.

It is critical that the irrigation pump be sized properly to ensure adequate pressure and delivery rate to the irrigation network.

5.3 Size of Land Application Area (effluent disposal field)

Using the nominated area method, the LAA required to balance all inputs and outputs is 900m² for the Hydraulic load and 747m² for the Nitrogen load, therefore the hydraulic capacity determines the minimum size of the effluent field. Copies of the water balance and nitrogen balance calculations are included in the Appendices.

5.4 Buffer Distances and Maintenance Considerations

The Site Map (refer to Appendix 2) shows the dimensioned offset distances from the land application area (LAA). The location of the treatment plant and the LAA achieves the required buffer/setback distances to as per (EPA 891.4 July 2016 Table 5:) (a copy of "Setback Distances for Primary and Secondary Treatment Plants" is included in appendices).

The effluent field must not be subject to high foot traffic. Vehicles and livestock must not have access to the area. The effluent field must be planted with shallow rooting grasses and/or shrubs that tolerate wet conditions and have a high evapotranspiration capacity, see appendices for a list of plants that are suitable. The plantings should be harvested regularly as it will stimulate the evapotranspiration process, for example, regular mowing of grass species and regular pruning of hedges, rushes and shrubs. Clippings should be utilised or disposed of outside the LAA to minimise nutrient build-up.

All buffer distances are achieved.

5.5 Design and Installation of the Effluent System

The design of the septic system shall be completed by an irrigation specialist and constructed by a person registered or licensed with the Victorian Building Association in Plumbing (Drainage) works.

6 Management Plan

6.1 Landowner/occupiers Responsibilities

The landowner or occupier has a responsibility to ensure proper operation, management, maintenance and reporting on the system operation. Table 7 summarises these responsibilities. Further guidance and clarification of these responsibilities are provided in Section 6.2 to 6.5 below. If any terms are not clear please see the "Glossary" provided in appendices.

TABLE 7: MANAGEMENT RESPONSIBILITIES	
Task	Frequency
Proper system operation	Daily
Conservation of water	Daily
Monitoring	Especially during and after wet weather
Maintenance	As specified by systems manufacturer, and/or in Council Certificate and immediately in the case of malfunction.
Reporting	As required by council or other authorities. Service records should be kept in a safe place and provided to Council upon request.

6.2 Advice to home owner/occupier on use of the system

For the on-site wastewater system to work well, there are some good habits to encourage and some bad habits to avoid:

- a) In order to reduce sludge building up in the tank:
 - i. Scrape all dishes to remove fats, grease, etc before washing;
 - ii. Keep all possible solids out of the system;
 - iii. Don't use a garbage grinder unless the system has been specifically designed to carry the extra load;
 - iv. Don't put sanitary napkins and other hygiene products into the system.

- b) In order to keep the bacteria working in the tank and in the land-application area:
 - i. Use biodegradable soaps;
 - ii. Use a low-phosphorus detergent;
 - iii. Use a low-sodium detergent in dispersive soil areas;
 - iv. Use detergents only in the recommended quantities;
 - v. Don't use powerful bleaches, whiteners, nappy soakers, spot removers and disinfectants as it may kill the microorganisms;
 - vi. Don't put chemicals or paint down the drain.

- c) Conservation of water will reduce the volume of effluent requiring disposal to the land-application area; help make the area last longer and improve its performance.
 Conservation measures include:
 - i. Installation of water-conservation fittings;
 - ii. Taking showers instead of baths;
 - iii. Only washing clothes when there is a full load;
 - iv. Only using the dishwasher when there is full load.

- d) Avoid overloading the system by spacing out water use as evenly as possible.
 Examples: Do not do all the washing on one day. Do not run the washing machine and dishwasher at the same time.

6.3 Advice on maintenance

- a) Secondary Treatment Systems must be managed in accordance with manufacturers specifications.
- b) All land-application areas need protection as follows:
 - i. Irrigation areas are not play areas for children and access should be restricted;
 - ii. Any evapotranspiration areas should be designed to deter pedestrian traffic;
 - iii. No vehicles or stock should be allowed on trenches or beds;
 - iv. Deep rooting trees or shrubs should not be grown over absorption trenches or pipes;
 - v. The surface water diversion drains protecting the land-application area should be kept clear of weeds and tree seedlings so that rain water/storm water can drain away from the LAA;
 - vi. The baffles or valves in the distribution system should be periodically (monthly or seasonally) changed to direct effluent into alternative trenches or beds, as required by the design.
- c) Within LAA, grass and plants should be kept mown/trimmed to maximise uptake of water and nutrients by evapo-transpiration process. Dispose of clippings outside the LAA to minimise nutrient build-up in the soil.
- d) Check equipment and:
 - i. Follow the manufacturer's instructions for maintaining and cleaning pumps, siphons and septic tank filters;
 - ii. Clean disc filters or filter screens on irrigation-dosing equipment periodically by rinsing back into the primary wastewater-treatment unit;
 - iii. Flush drip irrigation lines periodically to scour out any accumulated sediment.

6.4 Advice on operating problems

Problems can occur with systems which have not been maintained and where absorption areas have become blocked or clogged. The warning signs are obvious:

- a) Absorption field is wet or soggy with wastewater ponding on the surface of the ground.
- b) There is a smell of "sewage" near the septic tank or absorption area.
- c) The drains and toilets run slowly.
- d) The grease trap is full or blocked.

6.5 Advice on the consequences of failure

A failed septic tank and land-application system is a serious health and environmental hazard and can lead to:

- a) Spread of infectious diseases.
- b) Breeding of mosquitos and attraction of flies and rodents.
- c) Nuisance and unpleasantness
- d) Pollution and infection of waterways, beaches, streams and shellfish beds.
- e) Contamination of bores, wells and groundwater.
- f) Alteration of the local ecology.

7 Conclusions

From the Land Capability Assessment, it is concluded that sustainable on-site wastewater management is achievable by implementing management options as per Table 6 and the recommendations of this report.

8 Recommendations

- I. Installation of a Secondary Treatment System with sub-surface irrigation;
- II. Land application of treated effluent on not less than 900 m² of sub-surface irrigation;
- III. The design of the septic system shall be completed by an irrigation specialist and constructed by a person registered or licensed with the Victorian Building Association in Plumbing (Drainage) works.
- IV. Operation and management of the treatment and disposal system in accordance with manufacturer's recommendations, the EPA Certificate of Approval, EPA *Publication 891.4 2016* and this report.
- V. The owner will be required to have an on-going contract with a qualified service technician to inspect and maintain the system.

9 References

REFERENCES/BIBLIOGRAPHY

AS/NZS 1546.1 – *Septic tanks*

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AS/NZS 1546.3 – *Aerated wastewater treatment systems*

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10 Appendices

Appendix 1

Property Planning Report

From www.planning.vic.gov.au at 04 July 2023 11:29 AM

PROPERTY DETAILS

Address: **2342 CALDER HIGHWAY ELPHINSTONE 3448**

Lot and Plan Number: **Lot 2 PS613896**

Standard Parcel Identifier (SPI): **2\PS613896**

Local Government Area (Council): **MOUNT ALEXANDER**

Council Property Number: **12179**

Planning Scheme: **Mount Alexander**

Directory Reference: **Vicroads 59 G3**

www.mountalexander.vic.gov.au

[Planning Scheme - Mount Alexander](#)

UTILITIES

Rural Water Corporation: **Goulburn-Murray Water**

Urban Water Corporation: **Coliban Water**

Melbourne Water: **Outside drainage boundary**

Power Distributor: **POWERCOR**

STATE ELECTORATES

Legislative Council: **NORTHERN VICTORIA**

Legislative Assembly: **MACEDON**

OTHER

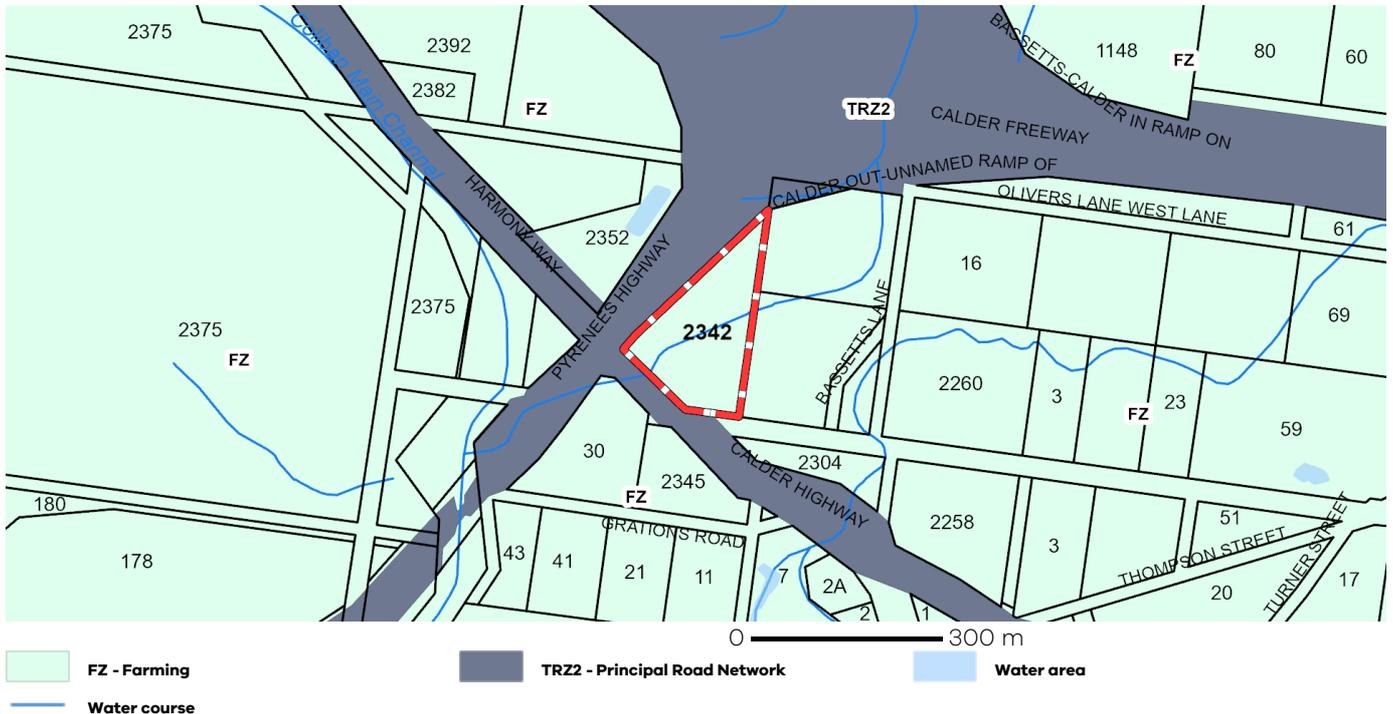
Registered Aboriginal Party: **Dja Dja Wurrung Clans Aboriginal Corporation**

[View location in VicPlan](#)

Planning Zones

[FARMING ZONE \(FZ\)](#)

[SCHEDULE TO THE FARMING ZONE \(FZ\)](#)



Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.

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Read the full disclaimer at <https://www.delwp.vic.gov.au/disclaimer>

Notwithstanding this disclaimer, a vendor may rely on the information in this report for the purpose of a statement that land is in a bushfire prone area as required by section 32C (b) of the Sale of Land 1962 (Vic).

Further Planning Information

Planning scheme data last updated on 28 June 2023.

A **planning scheme** sets out policies and requirements for the use, development and protection of land.

This report provides information about the zone and overlay provisions that apply to the selected land.

Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council

or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the **Planning and Environment Act 1987**.

It does not include information about exhibited planning scheme amendments, or zonings that may affect the land.

To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit

<https://mapshare.maps.vic.gov.au/vicplan>

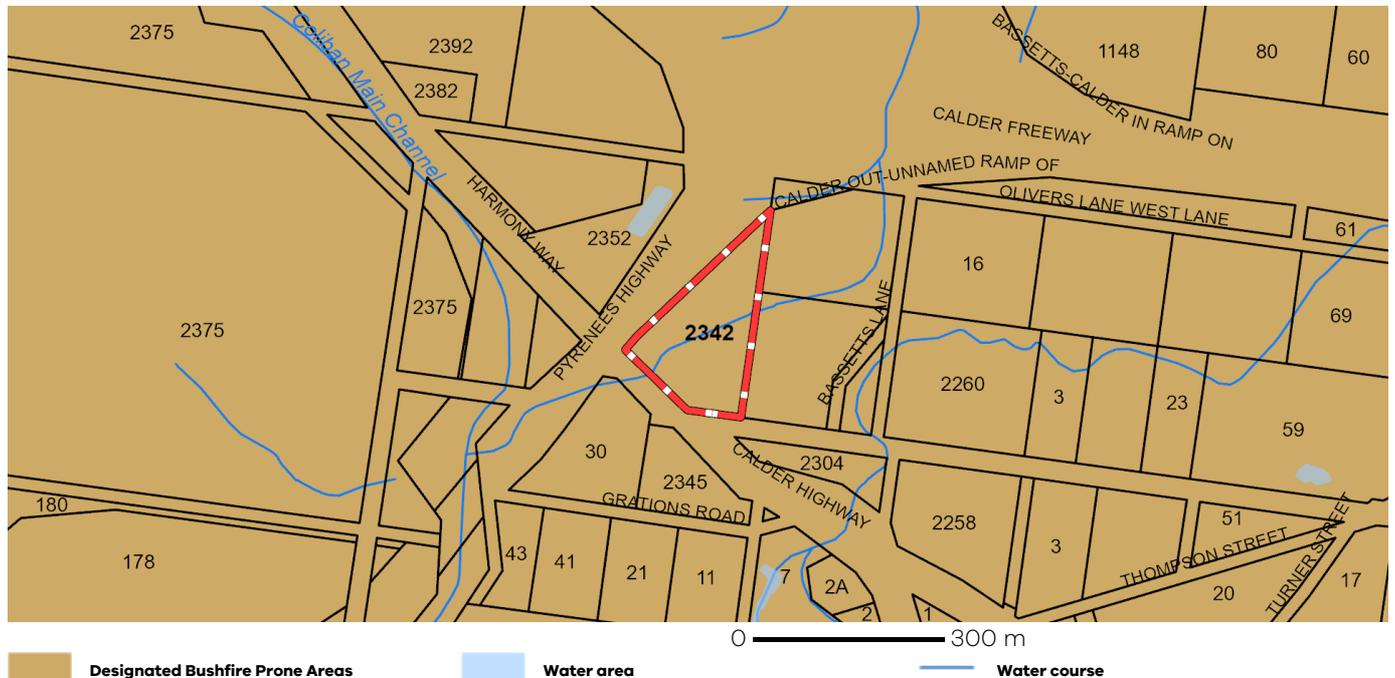
For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

Designated Bushfire Prone Areas

This property is in a designated bushfire prone area. Special bushfire construction requirements apply to the part of the property mapped as a designated bushfire prone area (BPA). Planning provisions may apply.

Where part of the property is mapped as BPA, if no part of the building envelope or footprint falls within the BPA area, the BPA construction requirements do not apply.

Note: the relevant building surveyor determines the need for compliance with the bushfire construction requirements.



Designated BPA are determined by the Minister for Planning following a detailed review process. The Building Regulations 2018, through adoption of the Building Code of Australia, apply bushfire protection standards for building works in designated BPA.

Designated BPA maps can be viewed on VicPlan at <https://mapshare.vic.gov.au/vicplan/> or at the relevant local council.

Create a BPA definition plan in [VicPlan](#) to measure the BPA.

Information for lot owners building in the BPA is available at <https://www.planning.vic.gov.au>.

Further information about the building control system and building in bushfire prone areas can be found on the Victorian Building Authority website <https://www.vba.vic.gov.au>. Copies of the Building Act and Building Regulations are available from <http://www.legislation.vic.gov.au>. For Planning Scheme Provisions in bushfire areas visit <https://www.planning.vic.gov.au>.

Native Vegetation

Native plants that are indigenous to the region and important for biodiversity might be present on this property. This could include trees, shrubs, herbs, grasses or aquatic plants. There are a range of regulations that may apply including need to obtain a planning permit under Clause 52.17 of the local planning scheme. For more information see [Native Vegetation \(Clause 52.17\)](#) with local variations in [Native Vegetation \(Clause 52.17\) Schedule](#)

To help identify native vegetation on this property and the application of Clause 52.17 please visit the Native Vegetation Information Management system <https://nvim.delwp.vic.gov.au/> and [Native vegetation \(environment.vic.gov.au\)](https://www.environment.vic.gov.au) or please contact your relevant council.

You can find out more about the natural values on your property through NatureKit [NatureKit \(environment.vic.gov.au\)](https://www.environment.vic.gov.au)

PROPERTY REPORT

From www.planning.vic.gov.au at 04 July 2023 11:29 AM

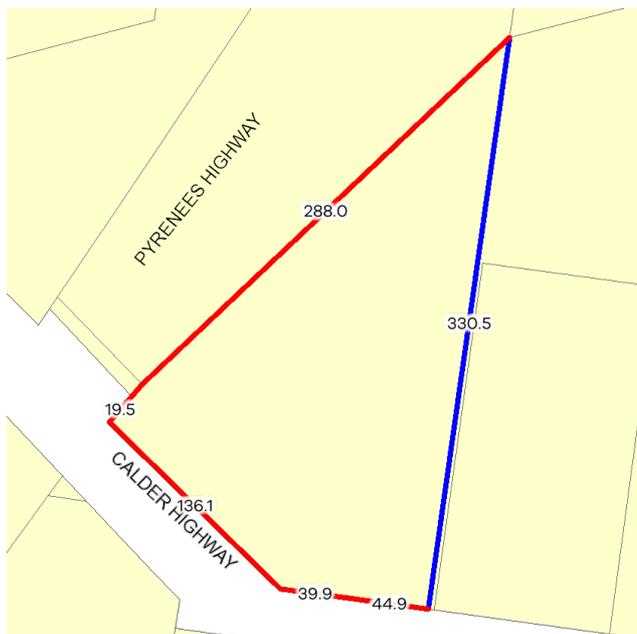
PROPERTY DETAILS

Address: **2342 CALDER HIGHWAY ELPHINSTONE 3448**
Lot and Plan Number: **Lot 2 PS613896**
Standard Parcel Identifier (SPI): **2\PS613896**
Local Government Area (Council): **MOUNT ALEXANDER**
Council Property Number: **12179**
Directory Reference: **Vicroads 59 G3**

www.mountalexander.vic.gov.au

SITE DIMENSIONS

All dimensions and areas are approximate. They may not agree with those shown on a title or plan.



Area: 35941 sq. m (3.59 ha)

Perimeter: 868 m

For this property:

— Site boundaries

— Road frontages

Dimensions for individual parcels require a separate search, but dimensions for individual units are generally not available.

1 overlapping dimension label is not being displayed

Calculating the area from the dimensions shown may give a different value to the area shown above

For more accurate dimensions get copy of plan at [Title and Property Certificates](#)

UTILITIES

Rural Water Corporation: **Goulburn-Murray Water**
Urban Water Corporation: **Coliban Water**
Melbourne Water: **Outside drainage boundary**
Power Distributor: **POWERCOR**

STATE ELECTORATES

Legislative Council: **NORTHERN VICTORIA**
Legislative Assembly: **MACEDON**

PLANNING INFORMATION

Property Planning details have been removed from the Property Reports to address duplication with the Planning Property Reports which are DELWP's authoritative source for all Property Planning information.

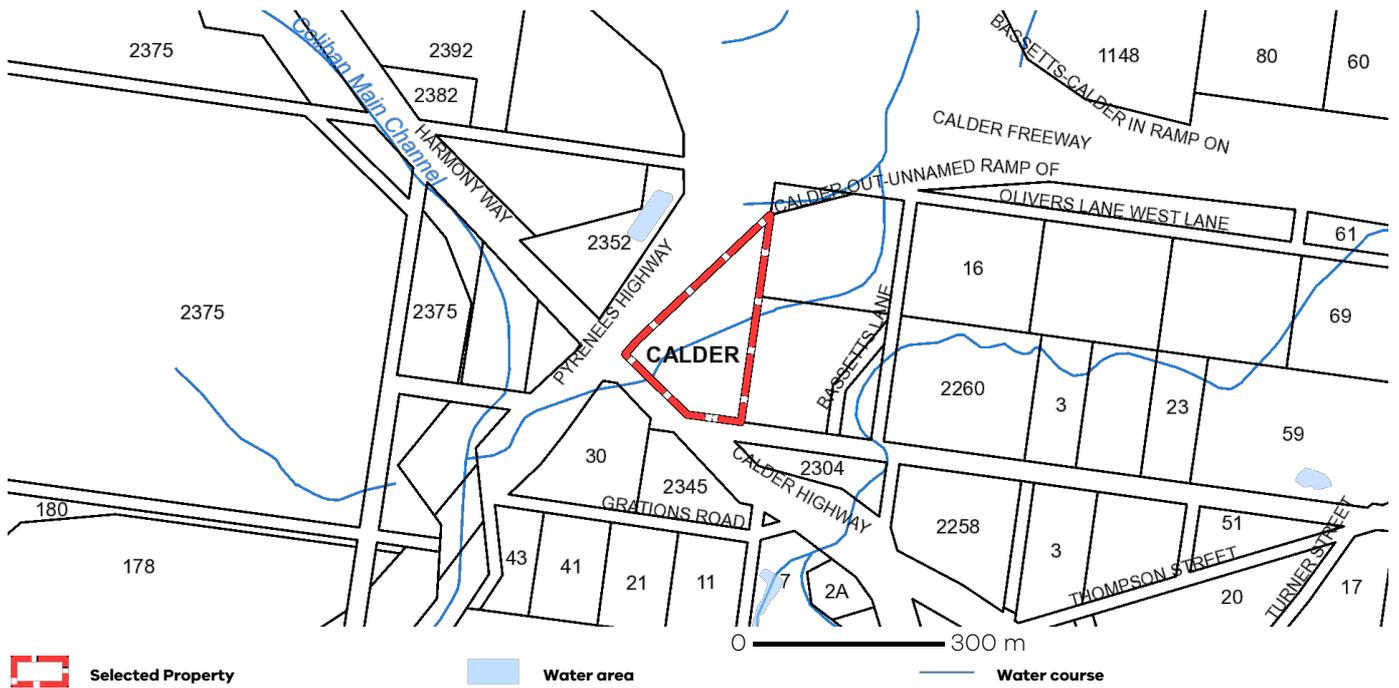
The Planning Property Report for this property can found here - [Planning Property Report](#)

Planning Property Reports can be found via these two links

Vicplan <https://mapshare.vic.gov.au/vicplan/>

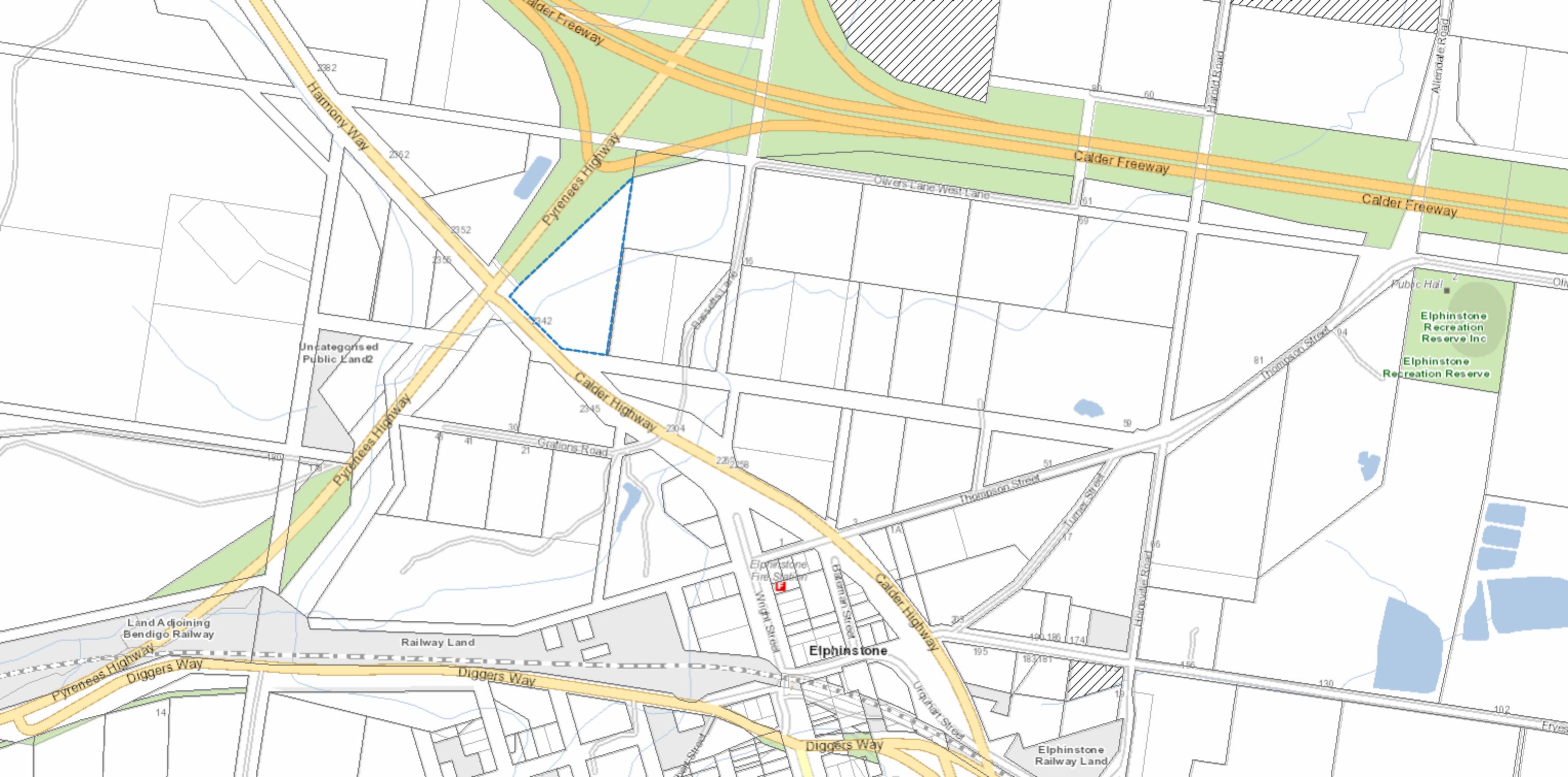
Property and parcel search <https://www.land.vic.gov.au/property-and-parcel-search>

Area Map



Appendix 2

Site Location Maps & Site Map





SOURCE: NEARMAP 06/02/2023

KEY: PARCEL BOUNDARY PROPOSED LAA WATERWAY / DAM BOREHOLE SAMPLE LOCATION INFRASTRUCTURE CONTOUR LINE		GENERAL NOTES: -THE AERIAL MAP IS PROVIDED FOR ILLUSTRATIVE PURPOSE AND MAY NOT REFLECT CURRENT SITE CONDITIONS -BOUNDARIES, DIMENSIONS AND AREA SHOWN ON THIS PLAN ARE APPROXIMATE ONLY AND SUBJECT TO SURVEY		 edwards environmental	Client: CURRIE & BROWN	Drawing Title: SITE MAP						
<table border="1"> <tr> <td>B</td> <td></td> <td></td> <td></td> </tr> <tr> <td>REV</td> <td>REVISION</td> <td>DATE</td> <td>DE CHECKED</td> </tr> </table>		B					REV	REVISION	DATE	DE CHECKED	11 MATCHETT DRIVE STRATHDALE, VICTORIA, 3550. (03) 5406 0522 admin@edwardsenvironmental.com.au	Project: #842 LCA Location: 2342 CALDER HIGHWAY, ELPHINSTONE VICTORIA
B												
REV	REVISION	DATE	DE CHECKED									

Appendix 3

Site Photographs



1. Proposed Effluent Field – facing south



2. Proposed Effluent Field – facing north



3. Proposed Effluent Field – facing east



4. Proposed Effluent Field – facing west



5. Soil Sampling BH01 to 1.20mBGL



6. Soil Sampling BH02 to 1.20mBGL compaction of direct push tube

Appendix 4

Soil Bore Logs

SOIL BORE LOG		FIELD ID: BH01		
Location:	2342 CALDER HIGHWAY ELPHINSTONE 3448	Drilling Method:	Direct Push	
Date:	28 June 2023	Bore Diameter:	50mm	
Notes:	Refer to Appendix 2 Site Map for Borehole Locations			
Depth (m)	Sample	Mottles	Coarse Fragments	Description: Structure & Colour Moisture
				SILTY SANDY LOAMS Brown dry
	X	X	No	SILTY CLAY LOAMS pale brown/yellow dry strongly structured
0.25				
0.5				
0.75				
				LIGHT CLAY orange-pale brown dry
1.0				
1.25				
1.50				

SOIL BORE LOG		FIELD ID: BH02		
Location:	2342 CALDER HIGHWAY ELPHINSTONE 3448	Drilling Method:	Direct Push	
Date:	28 June 2023	Bore Diameter:	50mm	
Notes:	Refer to Appendix 2 Site Map for Borehole Locations			
Depth (m)	Sample	Mottles	Coarse Fragments	Description: Structure & Colour Moisture
				SILTY SANDY LOAMS Dark Brown dry
	X	X	No	
0.25				
				SILTY CLAY LOAMS pale brown/yellow dry strongly structured
0.5				
				LIGHT CLAY orange-pale brown dry
0.75				
1.0				
1.25				
1.50				

Appendix 5

Chain of Custody,

Sample Receipt Advice,

Nata Laboratory Results

Groundswell laboratories

" A New Force in Analytical Testing "

CERTIFICATE OF ANALYSIS

Client Name :	Edwards Environmental	Groundswell Batch # :	GS23489
Client Address :	11 Matchett Drive, East Bendigo VIC	Project Name :	Elphinston LCA
Client Phone # :		Project # :	LCA Suite
Client Mobile # :	0413 066 065	Date Samples Received :	30/06/2023
Project Manager :	Dean Edwards	Sample Matrix :	Soil
E-mail :	reports@edwardsenvironmental.com.au	Sample # Submitted :	2
Project Sample Manager :	Luke Collins	Groundswell Quote # :	Not Applicable
E-mail :	admin@edwardsenvironmental.com.au	Date CofA Issued :	10/07/2023



Paul Woodward
Managing Director

paul@groundswelllabs.com.au

Reference AF56.Rev4 Date Issued : 19/5/2014

Soil Analysis Results

Client Sample ID			BH01-ELPH	BH02-ELPH			
Laboratory Sample Number			GS23489-1	GS23489-2			
Date Sampled			28/06/2023	28/06/2023			
Analytes	Units	LOR					
pH	pH Units	0.1	4.2	5.0			
Electrical Conductivity @ 25°C	dS/m	0.005	0.216	0.009			
Exchangeable Calcium	mg/Kg	1	45	32			
Exchangeable Magnesium	mg/Kg	1	543	469			
Exchangeable Potassium	mg/Kg	1	148	153			
Exchangeable Sodium	mg/Kg	1	86	78			
CEC	MEQ%	0.1	5.5	4.8			
ESP	%	0.1	6.9	7.1			
Sodicity Rating	---	---	Sodic	Sodic			
SAR		0.01	0.17	0.17			

Reference AF56.Rev4 Date Issued : 19/5/2014

Comments :

- 1- pH & electrical conductivity determined & reported on a 1:5 soil:water extraction
- 2- CEC determined by soil chemical method 15B1 'Exchangeable bases and cation exchange capacity - 1M ammonium chloride at pH 7.0, no pre-treatment for soluble salts'
- 3- ESP, sodicity rating & SAR determined by calculation using the exchangeable cation results
- 4- Measurement Uncertainty available upon request

Soil Analysis Results

Client Sample ID			BH01-ELPH	BH01-ELPH		BH02-ELPH	BH02-ELPH
Laboratory Sample Number			GS23489-1	GS23489-1		GS23489-2	GS23489-2
Date Sampled			28/06/2023	28/06/2023		28/06/2023	28/06/2023
Analytes	Units	LOR					
Sample Type	---	---	Air Dried Aggregates	Re-moulded Ped		Air Dried Aggregates	Re-moulded Ped
Emerson Aggregate Class - 2 Hours	---	---	Slaking / No Dispersion	Slaking / No Dispersion		Slaking / Some Dispersion	Slaking / Some Dispersion
Emerson Class Number	---	---	Class 7	Class 7		Class 2	Class 2
Emerson Aggregate Class - 20 Hours	---	---	Slaking / No Dispersion	Slaking / No Dispersion		Slaking / Some Dispersion	Slaking / Some Dispersion
Emerson Class Number	---	---	Class 7	Class 7		Class 2	Class 2
Addition of 1M HCl	---	---	---	Carbonate & Gypsum Absent		---	---
1:5 Soil:Water 10 minute extraction	---	---	---	Dispersion / Cloudy		---	---
Emerson Class Number	---	---	---	Class 5		---	---

Reference AF56.Rev4 Date Issued : 19/5/2014

Comments :

1- Classification conducted in accordance with Emmerson 'A classification of soil aggregates based on their coherence in water', 1967 & AS1289.C8.1-1980

Inorganics Quality Control Report

Client Sample ID							
Laboratory Sample Number							
QC Parameter			Method Blank		Laboratory Control Standard (LCS)		
			Method Blank	Within GSL Acceptance Criteria (<LOR) (Pass/Fail)	LCS (%R)	LCS (%R) Acceptance Criteria	Within GSL Acceptance Criteria (Pass/Fail)
Analyte	Units	LOR					
pH	pH units	0.1	NA	NA	4.00	4.00 ± 0.1 pH Unit	Pass
Conductivity	dS/m	0.005	<0.005	Pass	95%	80-120%	Pass
Exchangeable Calcium	mg/Kg	1	<1	Pass	102%	70-130%	Pass
Exchangeable Magnesium	mg/Kg	1	<1	Pass	102%	70-130%	Pass
Exchangeable Potassium	mg/Kg	1	<1	Pass	106%	70-130%	Pass
Exchangeable Sodium	mg/Kg	1	<1	Pass	102%	70-130%	Pass
CEC	MEQ%	0.1	NA	NA	NA	NA	NA
ESP	%	0.1	NA	NA	NA	NA	NA
SAR	---	0.01	NA	NA	NA	NA	NA

Reference AF56.Rev4 Date Issued : 3/11/2010

Comments :

- 1- Exchangeable cations LCS values based on independent water standards
- 2- NA = Not Applicable

Appendix 6

Irrigation Sizing and Nitrogen Balance Calculations

Victorian Land Capability Assessment Framework

Please read the attached notes before using this spreadsheet																
Irrigation area sizing using Nominated Area Water Balance for Zero Storage																
Site Address:		2342 Calder Highway, Elphinstone Victoria 3448														
Date:		17th October 2023				Assessor:		LC								
INPUT DATA																
Design Wastewater Flow	Q	2,250	L/day	Based on maximum potential occupancy and derived from Table 4 in the EPA Code of Practice (2013)												
Design Irrigation Rate	DIR	3.5	mm/day	Based on soil texture class/permeability and derived from Table 9 in the EPA Code of Practice (2013)												
Nominated Land Application Area	L	900	m ²	¹												
Crop Factor	C	0.6-0.8	unitless	Estimates evapotranspiration as a fraction of pan evaporation; varies with season and crop type ²												
Rainfall Runoff Factor	RF	0.8	unitless	Proportion of rainfall that remains onsite and infiltrates, allowing for any runoff												
Mean Monthly Rainfall Data	Castlemaine Prison (88110)			BoM Station and number												
Mean Monthly Pan Evaporation Data	Malmsbury Reservoir (88042)			BoM Station and number												
Parameter	Symbol	Formula	Units	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Days in month	D		days	31	28	31	30	31	30	31	31	30	31	30	31	365
Rainfall	R		mm/month	40.8	35.3	35.8	42.3	56.8	56.9	59.8	65.7	60.9	59	48.8	40.1	602.2
Evaporation	E		mm/month	201	170.4	131.4	75.1	41.8	27.3	28.2	41.9	62.3	101.9	135.5	178.4	1195.2
Crop Factor	C		unitless	0.80	0.80	0.70	0.70	0.60	0.60	0.60	0.60	0.70	0.80	0.80	0.80	
OUTPUTS																
Evapotranspiration	ET	ExC	mm/month	161	136	92	53	25	16	17	25	44	82	108	143	901.44
Percolation	B	DIRxD	mm/month	108.5	98	108.5	105.0	108.5	105.0	108.5	108.5	105.0	108.5	105.0	108.5	1277.5
Outputs		ET+B	mm/month	269.3	234.32	200.5	157.6	133.6	121.4	125.4	133.6	148.6	190.0	213.4	251.2	2178.9
INPUTS																
Retained Rainfall	RR	RxRF	mm/month	32.64	28.24	28.64	33.84	45.44	45.52	47.84	52.56	48.72	47.2	39.04	32.08	481.76
Applied Effluent	W	(QxD)/L	mm/month	77.5	70.0	77.5	75.0	77.5	75.0	77.5	77.5	75.0	77.5	75.0	77.5	912.5
Inputs		RR+W	mm/month	110.1	98.2	106.1	108.8	122.9	120.5	125.3	130.1	123.7	124.7	114.0	109.6	1394.3
STORAGE CALCULATION																
Storage remaining from previous month			mm/month	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Storage for the month	S	(RR+W)-(ET+B)	mm/month	-159.2	-136.1	-94.3	-48.7	-10.6	-0.9	-0.1	-3.6	-24.9	-65.3	-99.4	-141.6	
Cumulative Storage	M		mm	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Maximum Storage for Nominated Area	N		mm	0.00												
	V	NxL	L	0												
LAND AREA REQUIRED FOR ZERO STORAGE			m ²	295	306	406	546	791	890	899	860	676	488	387	318	
MINIMUM AREA REQUIRED FOR ZERO STORAGE:				900.0	m ²											
CELLS																
		Please enter data in blue cells														
		XX Red cells are automatically populated by the spreadsheet														
		XX Data in yellow cells is calculated by the spreadsheet, DO NOT ALTER THESE CELLS														
NOTES																
¹ This value should be the largest of the following: land application area required based on the most limiting nutrient balance or minimum area required for zero storage																
² Values selected are suitable for pasture grass in Victoria																

Victorian Land Capability Assessment Framework

Please read the attached notes before using this spreadsheet

Nitrogen Balance

Site Address: **2342 Calder Highway, Elphinstone Victoria 3448**

SUMMARY - LAND APPLICATION AREA REQUIRED BASED NITROGEN BALANCE 747 m²

INPUT DATA¹

Wastewater Loading			Nutrient Crop Uptake			
Hydraulic Load	2250	L/day	Crop N Uptake	220	kg/ha/yr	which equals 60.27 mg/m ² /day
Effluent N Concentration	25	mg/L				
% N Lost to Soil Processes (Geary & Gardner 1996)	0.2	Decimal				
Total N Loss to Soil	11250	mg/day				
Remaining N Load after soil loss	45000	mg/day				

NITROGEN BALANCE BASED ON ANNUAL CROP UPTAKE RATES

Minimum Area required with zero buffer		Determination of Buffer Zone Size for a Nominated Land Application Area (LAA)			
Nitrogen	747	m ²	Nominated LAA Size	900	m ²
			Predicted N Export from LAA	-3.38	kg/year
			Minimum Buffer Required for excess nutrient	0	m ²

CELLS

	Please enter data in blue cells
XX	Red cells are automatically populated by the spreadsheet
XX	Data in yellow cells is calculated by the spreadsheet, DO NOT ALTER THESE CELLS

NOTES

¹ Model sensitivity to input parameters will affect the accuracy of the result obtained. Where possible site specific data should be used. Otherwise data should be obtained from a reliable source such as:

- EPA Guidelines for Effluent Irrigation
- Appropriate Peer Reviewed Papers
- Environment and Health Protection Guidelines: Onsite Sewage Management for Single Households
- USEPA Onsite Systems Manual

Appendix 7

Glossary

SELECTED GLOSSARY (Source: EPA 891.4, July 2016)	
Term	Meaning
20/30 standard	Water quality standard indicating an effluent quality of <20 mg/L BOD ₅ and <30 mg/L suspended solids. Wastewater, including greywater, of this quality may be recycled outdoors via subsurface irrigation.
20/30/10 standard	Water quality standard indicating an effluent quality of <20 mg/L BOD ₅ , <30 mg/L suspended solids and E. coli <10 cfu/100 mL. Effluent may only be recycled via sub-surface irrigation.
Aerobic	Organisms and processes that require oxygen (i.e. microbiological digestion and assimilation of organic matter by using oxygen).
Aerated Wastewater Treatment System (AWTS)	Air bubbled through wastewater in a tank provides oxygen to microorganisms to facilitate aerobic biological digestion of the organic matter in the wastewater.
Anaerobic	Living or occurring without oxygen (i.e. microbiological digestion and assimilation of organic matter in the absence of oxygen).
Biochemical Oxygen Demand (BOD ₅)	The amount of oxygen consumed by chemical processes and micro-organisms to break down organic matter in water over a 5-day period, measured in milligrams per litre (mg/L).
Blackwater	Wastewater from toilets containing faeces and urine.
Declared Water Supply Protection Area	Applicable to groundwater as defined in section 27 of the Water Act (as amended).
Design Loading Rate	The long-term acceptance rate (LTAR) expressed in Litres/m ² /day or mm/day as applied to a land-application area.
Desludging (pump-out)	The removal of biological sludge and inert sediment from a septic tank, including the surface crust (scum) material. A pump-out should not drain tanks dry, because some residual sewage is needed to provide a seed source of digesting microorganisms.
Dispersal field	The distribution of treated effluent through the biologically-active topsoil layer.
Disposal field	The area of land utilised for the disposal of partially treated sewage to ground via a soil absorption trench
E. coli	Escherichia coli: a species of bacteria in the faecal coliform group found in large numbers in the intestines of animals and humans. Its presence in freshwater indicates recent faecal contamination and is measured in 'colony-forming units' (cfu) per 100 mL of water.
Evapo-transpiration	Transfer of water from the soil to the atmosphere through evaporation and plant transpiration.
Greywater	Domestic wastewater from sources other than the toilet, urinal or bidet (e.g. from showers, baths, spas, hand basins, clothes washing machines, laundry troughs, dishwashers and kitchen sinks).
Groundwater	All underground water contained in the void spaces within and between the rocks and soil, excluding water travelling between the ground surface and the water table (Oxford Dictionary of Earth Sciences).
Infiltration	The gradual movement of water into the pore spaces between soil particles.
Irrigation	The artificial supply of water to land and vegetation.
LPED irrigation	Shallow sub-surface irrigation of primary or secondary effluent into high quality loamy topsoil through low pressure effluent distribution (LPED) lines. The pressurised line is a twin construction consisting of a perforated pipe with drilled squirt holes inside a rigid slotted PVC pipe or aggie pipe.
Micro-organism	An organism that is invisible or barely visible to the unaided eye (e.g. bacteria, viruses, protozoa).
Nutrients	Organic and inorganic substances used in an organism's metabolism which must be taken in from the environment (e.g. carbohydrates, fats, such as proteins and vitamins). Nutrients are molecules that include elements such as carbon, nitrogen, phosphorus, potassium, calcium, magnesium and a range of trace elements.
Onsite wastewater management system	Onsite wastewater management system. It is the same as a 'septic tank system' as defined in the Environment Protection Act,1970. It includes an onsite wastewater treatment system (primary or secondary standard) plus the subsequent disposal/recycling system.
Onsite wastewater treatment system	A treatment system that treats up to 5,000 L/day of wastewater on the allotment where it was generated
Pathogen	A disease-causing micro-organism.

SELECTED GLOSSARY (Source: EPA 891.4, July 2016)	
Term	Meaning
Permeability	The ability of water to move, through soil which depends upon the soil particle sizes, pore space sizes, soil texture, soil structure and water content.
Pollution	Any harmful or undesirable change in the physical, chemical or biological quality of air, water or soil as a result of the release of chemicals, heat, radioactivity or organic matter.
Potable water supply catchment	An area declared as a Special Water Supply Catchment under Schedule 5 of the Catchment and Land Protection Act 1994 and used as a source of drinking water by a Water Corporations.
Recycling	Using treated wastewater for an appropriate use (e.g. 10/10/10 greywater used for toilet flushing or 20/30 effluent used for sub-surface irrigation).
Reserve area	A duplicate land disposal area reserved for use when the original land disposal area needs to be rested.
Reuse	Using a waste product in its present form for another purpose, e.g. diverting (reusing) untreated greywater to water the garden.
Scum	Material that floats on top of the liquid in an anaerobic sewage treatment tank (i.e. septic tank).
Secondary treatment	Biological and/or physical treatment following primary treatment of wastewater. Disinfection to kill pathogens may also occur.
Septic tank	A tank that temporarily holds wastewater. In a septic tank, wastewater is primarily treated through filtration, sedimentation, flocculation and flotation to remove organic and inorganic matter from wastewater in combination with anaerobic microbiological digestion.
Sewage	As defined within the Environment Protection Act 1970 (section 53J) "means any waste containing human excreta or domestic wastewater".
Sludge	The material that rests on the bottom of a septic tank. It can include inert matter (such as sand, glass and plastics) and biosolids (organic material produced by biological processes).
Special Water Supply Catchment	One of the areas listed in Schedule 5 of the Catchment and Land Protection Act 1994.
STEP/STEG	Septic Tank Effluent Pump/Septic Tank Effluent Gravity: an effluent sewer system utilising both gravity and pumps to discharge effluent from septic tanks to a reticulated sewer system.
Sub-surface irrigation	The dispersal of water through a network of pressure-compensating pipes and emitters at a depth of 100 mm to 150 mm below ground surface level (i.e. in the biologically active topsoil layer). The irrigation system also includes a disc or mesh filter, vacuum filters and scour valves. Minimum water quality required for sub-surface irrigation with treated sewage or greywater is 20/30 standard (20 mg/L BOD and 30 mg/L TSS).
Sullage	Household greywater that does not contain human excreta, but may still contain pathogens, nutrients and potentially harmful chemicals.
Suspended solids (SS)	A measure of the solids in water, expressed in milligrams per litre (mg/L).
Surface irrigation	The irrigation of water to the ground surface. It includes the use of low-rise sprinklers, micro-sprayers, and drip systems under mulch, but excludes the use of hand-held hoses for treated sewage. Treated greywater can be connected to purple coloured child-proof taps that have a removable handle. Irrigation spray heads must not spray beyond the property boundary. Minimum water quality required for surface irrigation with treated sewage or greywater is 20/30/10 standard (20 mg/L BOD ₅ , 30 mg/L SS and 10 cfu E. coli 100 mL).
Sustainable	Able to continue indefinitely without any significant negative impact on the environment or its inhabitants.
Treatment	A process or series of processes that remove contaminants from wastewater, whereby the physical, chemical and biological characteristics of wastewater are altered.
Topsoil	The top layer of the soil, typically containing plant roots, organic material and an active microbiological ecosystem, which is usually more fertile than the underlying layers.
Total suspended solids (TSS)	A measure of the solids in water, expresses in milligrams per litre (mg/L).
Unsewered area	Land where no sewer pipes are adjacent to the allotment boundaries.
Urine-diversion toilet (UDT)	A toilet bowl designed to separate urine from solid excrement. The UDT may be attached to a dry composting toilet chamber or a water-flush blackwater treatment system or sewer system. A 'dam' wall, which extends between the two side of the toilet bowl, creates a front and back well from which the excrement drains or is flushed away.
Watertable	The upper surface of groundwater or the level below which an unconfined aquifer is permanently saturated with water.
Waterway	As defined by the Water Act 1989 (as amended):
WELS	Water Efficiency Labelling and Standards scheme www.waterrating.gov.au

Appendix 8

EPA 891.4 – Application Process

Factors to Consider

Set back Distances

**Soil Categories & Recommended Maximum Design Loading/Irrigation
Rates (DLR/DIP) For Land Application Systems**

Septic tanks

COUNCIL SEPTIC TANK PERMIT APPLICATION PROCESS

(Source: EPA Code of Practice – Onsite Wastewater Management (Appendix B))

Overview of the main steps in applying for a Council Septic Tank Permit:

1. The property owner contacts the local Council Planning Department to determine whether a Planning Permit is required or whether planning conditions apply.
2. The property owner contacts the local **Council Environmental Health Unit** to collect a **Septic Tank Permit application form**, to determine which documents are required to accompany the application form and what level of detail is required for the land capability assessment (if applicable).
3. The property owner engages a land capability assessor, wastewater consultant and/or plumber to carry out the required investigations and write a report which will include maps and plans.
4. The property owner applies for their **Planning Permit**.
5. The property owner engages a land capability assessor (where applicable) to undertake the land capability assessment (LCA) and create a report for Council. The completed Septic Tank Permit, **LCA report**, any other required documents and the prescribed fee can be submitted to the Environmental Health Unit by the owner, builder or plumber.
6. The Planning Department refers the Planning Permit application to the relevant Water Corporations, the Environmental Health Unit and other agencies as required under the Planning and Environment Act.
7. Where the Planning Permit application is satisfactory the Planning Department issues the property owner with a Planning Permit, with the condition that the property owner must apply for a Septic Tank Permit.
8. **The Planning Permit and LCA report are attached to the Septic Tank Permit application to ensure that all conditions on the Planning Permit are included in the Septic Tank Permit.**
9. When the Environmental Health Unit is satisfied the application meets all requirements it issues a Septic Tank Permit to Install or Septic Tank Permit to Alter.
10. When the treatment system and indoor recycling and/or land application system are installed but not buried, **the installer contacts Council to arrange an inspection of the installation.**
11. When the Council Environmental Health Unit has received:
 - a. the **Plumbing Compliance Certificate**
 - b. the **'As Laid Plan'**, and
 - c. **the commissioning form** from the plumber and is satisfied the system is installed correctly in accordance with the manufacturer's **Installation Manual** and the **Council Permit to Install/Alter**, Council issues a **Certificate to Use** to the property owner.

USEFUL FACTORS TO CONSIDER WHEN SELECTING AN EPA-APPROVED ONSITE WASTEWATER TREATMENT SYSTEM

(Source: EPA Code of Practice – Onsite Wastewater Management (Appendix C))

Physical features

Dimensions of the treatment plant
Location of treatment unit – above-ground or below-ground
Number and power of pumps, aerators and other electrical components
Size of effluent storage tank
Type of treatment processes
Type of disinfection used if applicable
Chemicals used

Capital and installation costs

Council Permits – e.g. Permit to Install, Permit to Alter and Certificate to Use
Capital and delivery charge for the treatment system components including the septic tank, sump and sump pump (if applicable) and effluent storage tank
Cost of manoeuvring the treatment unit into the back yard (i.e. is vehicular access or is a crane required or can it be carried by several people?)
Cost of digging the hole and removing the debris (if applicable)
Concrete pad (if required)
Cost of electrician's work to lay power cords to connect the treatment plant to the house, including a dedicated weather-proof power point and any modifications required to the switch board
For greywater systems – cost of internal plumbing for toilet flushing, washing machine, backflow prevention device and automatic diversion valve to sewer
Cost of the plumber/drainier digging trenches and laying pipes to connect the treatment system to the house
Cost of land application/irrigation system including ancillary equipment (e.g. effluent pump, disc or mesh filter, vacuum breakers, scour valves, soil moisture sensors or rain gauges)
Cost of the audio-visual alarm system and/or remote monitoring system

Performance

Minimum and maximum daily volumes that can be effectively treated
Effluent quality (primary, secondary 10/10/10, 10/10, 20/30/10 or 20/30)
Commissioning time to achieve approved effluent quality
Total pump run time per day
How does the system cope with:
large shock loads or surge flows?
toxic substances like bleach, oil, paint thinners etc.?
24-hour power failure? 72-hour power failure?
being switched off for 1 week, 1 month, 3 months?
no inflow for 1 week, 1 month, 3 months?
kWh of electricity per kilogram of BOD removed
Estimated lifetime of the treatment systems and its component parts
Sustainability features of the treatment system

Maintenance

Desludging frequency or what is the fate of the biosolids?
Number of service visits per year
Number of hours of maintenance per year
Expected maintenance tasks during each service call
Qualifications and training of service technicians

Ongoing costs

Electricity usage per day; electricity cost per kL of wastewater; electricity cost per year
Service fees per year (labour and travel costs)
Annual cost of chemicals used
Annual cost of replacing the UV lamp, membranes
Annual cost of testing any backflow prevention devices
Average annual cost of consumables, spare parts, pumps and desludging per year (annualised over 30 years)
Annual effluent monitoring cost
Cost of desludging the system every 3 to 5 years
Total annual cost to run the treatment plant (including annualised spare parts and desludging)

SETBACK DISTANCES FOR PRIMARY & SECONDARY TREATMENT PLANTS & EFFLUENT DISPOSAL/IRRIGATION AREAS IN SEWERED & UNSEWERED AREAS (WHERE APPLICABLE)			
<i>(Source: EPA Code of Practice – Onsite Wastewater Management (Table 5))</i>			
Landscape Feature or Structure	Setback distances (m)		
	Primary Sewage & Greywater Systems	Secondary Sewage & Greywater Systems	Advanced Sewage & Greywater Systems
Building			
Wastewater field up-slope of building ⁷	6	3	3
Wastewater field down-slope of building	3	1.5	1.5
Wastewater field up-slope of cutting/escarpment ¹²	15	15	15
Allotment boundary			
Wastewater field up-slope of adjacent lot	6	3	1
Wastewater field down-slope of adjacent lot	3	1.5	0.5
Services			
Water supply pipe	3	1.5	1.5
Wastewater up-slope of potable supply channel	300	150	150
Wastewater down-slope of potable supply channel	20	10	10
Gas supply pipe	3	1.5	1.5
In-ground water tank ¹⁴	15	7.5	3
Stormwater drain	6	3	2
Recreational areas			
Children's grassed playground ¹⁵	6	3 ¹⁶	2 ¹⁶
In-ground swimming pool	6	3 ¹⁶	2 ¹⁶
Surface waters (up-slope of:)			
Dam, lake or reservoir (potable water supply) ^{8, 13}	300	300 ⁴	150
Waterways (potable water supply) ^{9, 13}	100	100 ^{4, 5, 17}	50
Waterways, wetlands (continuous or ephemeral, non-potable); estuaries, ocean beach at high-tide mark; dams, reservoirs or lakes (stock and domestic, non-potable) ^{8, 9}	60	30	30
Groundwater bores			
Category 1 and 2a soils	NA ¹¹	50 ¹⁹	20
Category 2b to 6 soils	20	20	20
Watertable			
Vertical depth from base of trench to the highest seasonal water table ¹⁸	1.5	1.5	1.5
Vertical depth from irrigation pipes to the highest seasonal watertable ¹⁸	NA	1.5	1.5

SOIL CATEGORIES AND RECOMMENDED MAXIMUM DESIGN LOADING/IRRIGATION RATES (DLR/DIR) FOR LAND APPLICATION SYSTEMS

(Source: EPA Code of Practice – Onsite Wastewater Management (Table 9))

Soil Texture	Soil Structure	Soil Category	Indicative permeability (Ksat) (m/d)	Design Loading Rates and Design Irrigation Rates (DLR / DIR) (mm/day)					
				Absorption trenches/beds and Wick Trench & Bed Systems 6 for primary effluent (see Table L1 in AS/NZS 1547:2012)	(ETA) Evapotranspiration absorption beds and trenches (see Table L1 in AS/NZS 1547: 2012)	Secondary treated effluent applied to Wick Trench & Bed System 4	Sub-surface and surface irrigation (see Table M1 in AS/NZS 1547: 2012)	LPED (see Table M1 in AS/NZS 1547: 2012)	Mounds (basal area) (see Table N1 in AS/NZS 1547: 2012)
Gravels and sands	Structureless (massive)	1	>3.0	NA ³	NA ³	25	5 ⁶ (see Note 2 in Table M1)	NA ³	24
Sandy loams	Weakly structured	2a	>3.0						24
	Massive	2b	1.4 - 3.0	15	15	30		4	24
Loams	High / moderate structured	3a	1.5 – 3.0	15	15	30	4 (see Note 1 in Table M1)	3.5	24
	Weakly structured or massive	3b	0.5 – 1.5	10	10	30			16
Clay loams	High / moderate structured	4a	0.5 – 1.5	10	12	30	3.5 (see Note 1 in Table M1)	3	16
	Weakly structured	4b	0.12 – 0.5	6	8	20			8
	Massive	4c	0.06 – 0.12	4	5	10			5(see Note 1 in Table N1)
Light clays	Strongly structured	5a	0.12 – 0.5	5	8	12	3 (see Note 1 in Table M1)	2.5 (see Note 4 in Table M1)	8
	Moderately structured	5b	0.06 – 0.12						10
	Weakly structured or massive	5c	<0.06						8
Medium to heavy clays	Strongly structured	6a	0.06 – 0.5	(see Notes 2 and 3 in Table L1)	5 (see Notes 2 and 3 in Table L1)	5 (see Note 2 in Table M1)	2 (see Note 1 in Table M1)	NA	5
	Moderately structured	6b	<0.06						
	Weakly structured or massive	6c	<0.06						

Notes:
 1. Adapted from Australian Standard AS/NZS 1547: 2012 – On-site domestic wastewater management.
 2. The DIR and DLR are recommended maximum application rates for treated effluent. A water balance may indicate that a reduced application rate is required for a specific site.
 3. The exception is where the soil does not have a high perched or high seasonal (winter) watertable (see AS/NZS 1547).
 4. See Appendix E for design, installation and maintenance details.
 5. Lower application rates may be required for reduced soil permeability in sodic and dispersive soils, soils with a perched or seasonally high watertable or soils with a limiting layer.
 6. The application rate may be increased in sandy soils with a high watertable where an advanced secondary treatment system with disinfection replaces a primary treatment system on an existing lot that is too small to accommodate the maximum DIR for category 1 to 2b soils.

NOTES: SETBACK DISTANCES FOR PRIMARY & SECONDARY TREATMENT PLANTS & EFFLUENT DISPOSAL/IRRIGATION AREAS IN SEWERED & UNSEWERED AREAS (WHERE APPLICABLE)

(Source: EPA Code of Practice – Onsite Wastewater Management (Table 5))

1. Distances must be measured horizontally from the external wall of the treatment system and the boundary of the disposal/irrigation area, except for the 'Watertable' category which is measured vertically through the soil profile. For surface waters, the measuring point shall be from the 'bank-full level'.
2. Primary water-based sewerage systems must only be installed in unsewered areas; secondary sewerage systems must only be installed and managed in sewerated areas by Water Corporations; secondary greywater systems can be installed in sewerated and unsewerated areas (see Section 3.12.3).
3. Advanced secondary greywater systems treating effluent to =10/10/10 standard.
4. The setback distance in a Special Water Supply Catchment area may be reduced by up to a maximum of 50% conditional on the following requirements (otherwise the setback distances for primary treatment systems apply):
 - effluent is secondary treated to 20/30 standard as a minimum
 - a maintenance and service contract, with a service technician accredited by the manufacturer, is in place to ensure the system is regularly serviced in accordance with Council Septic Tank Permit conditions and
 - Council is satisfied the reduction in set-back distance is necessary to permit the appropriate development of the site and that risks to public health and the environment are minimised.
5. Effluent typically contains high levels of nutrients that may have a negative impact on native vegetation and promote the growth of weeds. When determining setbacks, Council should consider not only the potential impact of nutrients from the proposed onsite wastewater management system, but the cumulative impact of the existing onsite wastewater management systems in the area.
6. Establishing an effluent disposal/irrigation area upslope of a building may have implications for the structural integrity of the building. This issue is beyond the scope of this Code and should be examined by a building professional on a site-by-site basis.
7. Does not apply to dams, lakes and reservoirs located above ground-level which cannot receive run-off.
8. Means a waterway as defined in the Water Act 1989.
9. The setback distances for flat land are equivalent to 'down-slope' setback distances.
10. See Table 9 for other land application options for Category 1 and 2a soils.
11. A cutting or escarpment from which water is likely to emanate.
12. Applies to land, adjacent to a dam, lake, reservoir or waterway that provides water for a public potable water supply, which is:
 - a. subject to a Planning Scheme Environmental Significant Overlay (ESO) that designates maintenance of water quality as the environmental objective to be achieved (contact the relevant Water Authority to determine whether the ESO is in a potable water supply catchment) and/or
 - b. within a Special Water Supply Catchment Area listed in Schedule 5 of the Catchment and Land Protection Act 1994.
14. It is recommended that any primary or secondary treatment system and its associated land application system are installed downslope of an in-ground water tank.
15. Means a school, council, community or other children's grassed playground managed by an organisation which may contain play equipment (but does not mean a sports field).
16. Sub-surface irrigation only.
17. Where an intermittent stream on a topographic or orthographic map is found through ground-truthing to be a drainage line (drainage depression) with no defined banks and the bed is not incised, the setback distance is 40 m (SCA 2010). The topography of the drainage line must be visually inspected and photographed during the LCA site inspection and reported upon in writing and photographs in the LCA report.
18. The highest seasonal watertable occurs when the watertable has risen up through the soil profile and is closest to the ground surface. This usually occurs in the wettest months of the year.
19. The setback distance to a groundwater bore in Category 1 and 2a soils can be reduced to 20 m where treated and disinfected greywater or sewage (20/30/10 or better standard) is applied and the property owner has a service contract with an appropriately qualified technician to regularly maintain the treatment system.
20. See Section 3.9 of EPA 891.4 for more details on setback distances from treatment tanks and land application areas.

SEPTIC TANKS

(Source: EPA Code of Practice – Onsite Wastewater Management (Appendix D: Septic Tanks))

Commissioning

After installation or desludging, and before use, a septic tank must be two-thirds filled with clean water to:

- provide ballast in the tank to prevent groundwater lifting the tank out of the ground
- reduce odours
- enable any subsequent secondary treatment plant to be switched on, commissioned and used immediately.

When domestic wastewater from the dwelling flows into the septic tank it contains sufficient microbiological organisms to start and continue the treatment process. There is no need to 'feed' or dose a new or desludged septic tank with starter material or micro-organisms. If odour occurs after the commissioning of a system, a cup of garden lime can be flushed down the toilet each day until the odour disappears. If the odour persists, the property should seek professional advice from a plumber.

Sludge and scum

As organic matter from the wastewater and inert material, such as sand, settle to the bottom of the tank a layer of sludge forms. This layer contains an active ecosystem of mainly anaerobic micro-organisms which digest the organic matter and reduce the volume of sludge. Scum forms as a mixture of fats, oils, grease and other light material floats on top of the clarified liquid that has separated from the solids. When the clarified liquid flows out of the septic tank it is called 'primary treated effluent'.

It is not necessary or recommended that householders pour commercial products that are reputed to dissolve sludge build-up, down the toilet or sink. A teaspoon of granulated yeast flushed down the toilet once a fortnight may assist with microbial activity, though such a procedure is not an alternative to regular sludge and scum pump-out (Lord 1989).

Desludging septic tanks

Over time, the sludge and scum layers build up and need to be removed for the tank to function properly. The level of solids accumulation in the tank cannot be accurately predicted, and will depend on the waste load to the tank. Therefore, the sludge and scum depth should be checked annually by a contractor. If a septic tank is under a maintenance contract, regular assessment (every 1 to 3 years) of the sludge and scum layers must be part of the maintenance agreement.

The sludge and scum need to be pumped-out with a vacuum suction system when their combined thickness equals 50% of the operational depth of the tank. The frequency of pump-out depends on:

- whether the tank is an adequate size for the daily wastewater flow
- the composition of the household and personal care products
- the amount of organic matter, fat, oil and grease washed down the sinks
- the use of harsh chemicals such as degreasers
- overuse of disinfectants and bleaches
- the use of antibiotics and other drugs, especially dialysis and chemotherapy drugs
- whether any plastic or other non-organic items are flushed into the tank.

A well-functioning septic tank – one that is not overloaded with liquid, organic matter or synthetic material – typically only needs to be desludged once every 3 to 8 years (depending on the size of the tank). A septic tank connected to a home with a frequently used dishwasher will need to be pumped out more frequently (typically every 3 to 4 years) than a home with no dishwasher connected (typically every 5 to 6 years). A holiday home will need to be pumped out less frequently. Large (6,000 L) domestic septic tanks which are common in New Zealand and the USA and have started to be installed in Victoria, have been proven to require desludging only once every 10 to 15 years (Bounds, 1994).

After pump-out, tanks must not be washed out or disinfected. They should be refilled with water to reduce odours and ensure stability of plumbing fixtures. A small residue of sludge will always remain and will assist in the immediate re-establishment

of bacterial action in the tank.

Householders should keep a record of their septic tank pump-outs and notify the local Council that a pump-out was undertaken in accordance with the Council Permit.

Septic tank failure

It is critical that a septic tank is not used as a rubbish receptacle. Septic tanks are designed solely for the treatment of water and organic materials. Items such as sanitary napkins, tampons, disposable nappies, cotton buds, condoms, plastic bags, stockings, clothing and plastic bottles will cause the septic tank to fail and require costly removal of these items. If a tank is contaminated or poisoned by household materials it should be pumped out immediately to enable the microbiological ecosystem to re-start. Without the removal of the scum and sludge, sewage biosolids will increasingly be discharged into the soil absorption

trenches and will eventually cause them to fail. This can force untreated sewage onto the ground surface and cause:

- noxious odours
- a boggy backyard
- a health hazard to the family, pets, visitors and neighbours from the pathogens in the sewage
- environmental degradation of the property, surrounding area and waterways from the nutrients, organic matter and
- other pollutants in the discoloured water, and
- a public health risk to drinking water supplies in potable water supply catchments.

Positive actions a property owner can take to help a septic tank function well:

- Use soapy water (made from natural unscented soap), vinegar and water or bi-carbonate of soda and water to clean toilets and other water fixtures and fittings.

SEPTIC TANKS

(Source: EPA Code of Practice – Onsite Wastewater Management (Appendix D: Septic Tanks))

- Read labels to learn which bathroom and laundry products are suitable for septic tanks. Generally plain, noncoloured, unscented and unbleached products will contribute to a well-functioning septic tank.
- Use detergents with low levels of salts (e.g. liquid detergents), sodium absorption ratio, phosphorus and chlorine (see www.lanfaxlabs.com.au).
- Wipe oils and fats off plates and saucepans with a paper towel and dispose of in the kitchen compost bin.
- Use a sink strainer to restrict food scraps entering the septic system.
- Ensure no structures such as pavements, driveways, patios, sheds or playgrounds are constructed over the tank or absorption trench area.
- Ensure the absorption trench area is not disturbed by vehicles or machinery.
- Engage a service technician to check the sludge and scum levels, pumps and alarms annually.
- Keep a record of the location of the tank and the trenches and all maintenance reports (including the dates of tank pump-outs, tank inspections and access openings) and ensure the service technician sends a copy of the maintenance report to the local Council
- Have the tank desludged when the combined depth of the scum and sludge is equal to the depth of the middle clarified layer.

Indications of failing septic tanks and soil absorption trenches

- Seepage along effluent absorption trench lines in the soil
- Lush green growth down-slope of the soil absorption trench lines
- Lush green growth down-slope of the septic tank
- Inspection pits and/or the soil absorption trenches consistently exhibiting high water levels
- Soil absorption trench lines become waterlogged after storms
- General waterlogging around the land disposal area
- Presence of dead and dying vegetation (often native vegetation) around and down-slope of the land disposal areas
- A noxious odour near the tank and the land disposal area
- Blocked water fixtures inside the house, with sewage overflowing from the relief point
- High sludge levels within the primary tank (within about 150 mm of inlet pipe)
- Flow obstructed and not able to pass the baffle in the tank
- The scum layer blocking the effluent outflow.

Decommissioning treatment systems

Septic tanks

When a septic tank is no longer required it may be removed, rendered unusable or reused to store stormwater. The contents of the tank must first be pumped out by a sewage sludge contractor. The contractor must also hose down all inside surfaces of the tank and extract the resultant wastewater. Where the tank will no longer be used but will remain in the ground, the contractor must first disinfect the tank by spreading (broadcasting) hydrated lime over all internal surfaces in accordance with the WorkSafe safety precautions associated with using lime (i.e. wearing gloves, safety goggles and not using lime on a windy day).

Under no circumstances should anyone enter the tank to spread the lime or for any other reason, as vapours in confined spaces can be toxic.

A licensed plumbing practitioner must disconnect the tank from the premises and from the absorption trench system. The inlet and outlet pipes on the tank must be permanently sealed or plugged. To demolish a tank, the bottom of the tank is broken and then the lid and those parts of the walls that are above ground are collapsed into the tank. The tank is then filled with clean earth or sand.

Before a tank may be used to store stormwater a licensed plumbing practitioner must disconnect it from the premises and the trench system and connect an overflow pipe from the tank to the stormwater legal point of discharge. Before disinfecting the tank, it must be pumped out, the inside walls hosed down and then pumped out again. The tank is to be filled with fresh water and disinfected, generally with 100 mg/L of pool chlorine (calcium hypochlorite or sodium hypochlorite) to provide a resultant minimum 5 mg/L of free residual chlorine after a contact time of 30 minutes. However, advice should be obtained from a chemical supplier about safety precautions, dosage and concentrations to provide adequate disinfection for any tank. The chlorine is not to be neutralised, but be allowed to dissipate naturally for at least 1 week, during which time the water must not be used. Pumps may be installed to connect the tank to the irrigation system. The contents of the tank must not be used for any internal household purposes or to top-up a swimming pool. The water may only be used for garden irrigation. The tank and associated irrigation system must be labelled to indicate the water is unfit for human consumption in accordance with AS/NZS 3500: Plumbing and Drainage (Blue Mountains City Council 2008).

Secondary treatment systems

All treatment systems must be decommissioned by a licensed plumbing practitioner.

Appendix 9

Suitable Plants

SUITABLE INDIGENOUS PLANTS AND GRASSES (Source: City of Greater Bendigo)	
Botanical Name	Common Name
Large Shrubs	
Acacia dealbata*	Silver Wattle
Acacia mearnii*	Late Black Wattle
Acacia melanoxylon*	Blackwood
Acacia retinodes	Wirilda
Callistemon sieberi	River Bottlebrush
Dodonaea viscosa	Sticky Hop Bush
Hymenanthera dentata	Tree Violet
Melaleuca decussata	Totem Poles
Melaleuca lanceolata	Moonah
Melaleuca parvistamina*	Rough-barked Honey-myrtle
Melaleuca uncinata	Broom Honey-myrtle
Melaleuca wilsonii	Violet Honey-myrtle
Small Shrubs	
Indigofera australis	Austral Indigo
Goodenia varia	Sticky Goodenia
Grasses, Sedges and Rushes	
Carex appressa	Tall Sedge
Carex tereticaulis	Basket Sedge
Dianella longifolia	Smooth Flax-lily
Dianella revoluta	Black-anther Flax-lily
Eleocharis acuta	Common Spike-rush
Juncus pallidus	Pale Rush
Lomandra longifolia	Spiny-headed Mat-rush
Microlaena stipoides	Weeping Grass
Poa labillardierei	Common Tussock-grass

PLANTS AND GRASSES (Source: EPA Code of Practice – Septic Tanks (1996))	
Botanical Name	Common Name
Phragmites australis	
Canna x generalis	Canna Lily, Calla Lily, ginger Lily
Acacia Howittii	Sticky Wattle
Callistemon citrinus	Crimson Bottlebrush
Callistemon macropunctatus	Scarlet Bottlebrush
Leptospermum lanigerum	Wooley Tea - tree
Melaleuca decussata	Cross-leaf Honey Myrtle
Melaleuca ericifolia	Swamp Paperbark
Melaleuca halmaturorum	Salt paperbark
Tamarix juniperina	Flowering Tamarisk
Eleocharis acuta	Cannas
	Common spike rush
	Buffalo
	Kikuyu
	Geranium
	Hydrangeas
	Tall wheat grass
	Strawberry clover
	White clover

Appendix 10

Use of Lime or Gypsum

USE OF LIME OR GYPSUM (Source: *Soils their properties and management (1994) & AS/NZS1547:2012.*)

Indications

Calcium compounds are used to improve soil structure.

Gypsum is effective at any soil pH < 8 but lime is preferred for soils with pH < 5.5 as lime has additional benefits for plant growth.

Lime should not be used with soils of pH > 6 as it is no longer soluble (making it ineffective).

Gypsum

A naturally occurring hydrated form of calcium sulphate: $\text{CaSO}_4 \cdot 2\text{H}_2\text{O}$. It is also available as 'dump gypsum', a by-product of the manufacture of phosphoric acid.

Application rates of up to **5 tonne/hectare = 5kg/10 m² = 0.5kg/1 m²**. Ensure the product has been tested for flocculating potential as quality varies.

AS/NZS 1547:2012 - In dispersive soils, apply **gypsum at the rate of 1kg/m² to the bottom of the trench or bed** (L7.2). It is suggested gypsum will need to be applied again in 5 to 10 years (CL7.2).

Lime

A naturally occurring calcareous material: CaCO_3 . Processed forms include hydrated lime, $\text{Ca}(\text{OH})_2$ and burnt lime, CaO . Lime is used to improve soil structure in soils of pH < 5.5 and may reduce soil acidity and associated manganese toxicity, aluminium toxicity, and improve molybdenum availability.

When the primary purpose is to reduce soil acidity a 'Lime Requirement Test' should be performed as the rate of lime required varies greatly depending on the soil type **from as little as 0.5 t/ha to over 10 t/ha**. Use a grade of lime with a fine particle size as it is more 'active' and incorporate lime into the top few centimetres of soil for best effect.

Appendix D – Authority Comments

Gerard Gilfedder

From: Barry Floyd <Barry.Floyd@coliban.com.au>
Sent: Friday, 3 November 2023 9:41 AM
To: Gerard Gilfedder
Subject: RE: [External] RE: Second Dwelling at 2342 Calder Highway Elphinstone

Hi Gerard

Thanks for the email.

We are always happy to address issues with the rehabilitation plan as part of the permit process. We would be looking to make sure the plan would be endorsed under the permit, but if it is updated before a use starts we are comfortable with the process.

Cheers
Barry

Barry Floyd | Catchment and Land Use Planning Coordinator
phone: 03 4408 5411 | mobile:
Coliban Water | 37 - 45 Bridge Street Bendigo VIC 3550
coliban.com.au | @colibanwater

From: Gerard Gilfedder <Gerard.Gilfedder@curriebrown.com>
Sent: Friday, 3 November 2023 9:36 AM
To: Barry Floyd <Barry.Floyd@coliban.com.au>
Subject: RE: [External] RE: Second Dwelling at 2342 Calder Highway Elphinstone

Thanks Barry for the comments.

I note the comments on the rehabilitation plan and ask if you require the more specific details on fencing, crossings and commitment to maintaining the buffer as part of the application or if they can be addressed as part of any permit issued?

I ask if you can provide a reply today as I understand you are on leave next week.

Regards

Gerard Gilfedder
Associate

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From: Barry Floyd <Barry.Floyd@coliban.com.au>
Sent: Thursday, November 2, 2023 1:39 PM
To: Gerard Gilfedder <Gerard.Gilfedder@curriebrown.com>
Subject: RE: [External] RE: Second Dwelling at 2342 Calder Highway Elphinstone

Hi Gerand

Thank you for the information update and proposal to be submitted to Mount Alexander council.

Coliban Water provides drinking water and wastewater services to central and northern Victorian communities. We maintain and operate over 50 reservoirs and water storage basins, and associated infrastructure, in order to deliver raw water for drinking water supplies, and provide water to customers for irrigation, commercial, domestic and stock purposes. This infrastructure services approximately 160,000 customers across 16,500sq km of Victoria.

We do not hold a particular position on the use of the land to support a second dwelling, this will be a consideration council will make to an application. As identified, the land is currently Farming Zone and we also do not have a view on its use for agricultural purposes, however any future subdivision of the land is something that Coliban Water would not support until significant strategic work has been applied to the zoning of the area and surrounding landscape.

Onsite Wastewater management

Coliban Water accepts the evidence and assessment provided by the supplied Land Capability Assessment, that wastewater generated from the two dwelling is able to be treated and disposed of in the allocated land application area, of 900m². The ability to provide for this application is reliant on the owners of the system being able to adequately maintain the use of water and products in the dwellings, the maintenance of the septic tanks and plumbing fitting and the upkeep of the land application (disposal) area and vegetation required for uptake of nutrients.

As outlined in the LCA 5.4

The effluent field must be planted with shallow rooting grasses and/or shrubs that tolerate wet conditions and have a high evapotranspiration capacity, see appendices for a list of plants that are suitable.

The plantings should be harvested regularly as it will stimulate the evapotranspiration process, for example, regular mowing of grass species and regular pruning of hedges, rushes and shrubs. Clippings should be utilised or disposed of outside the LAA to minimise nutrient build-up.

The responsibility of owners in meeting their General Environmental Duty as required under the EP Act and the monitoring of this requirement, is an aspect of the council Domestic Wastewater Management Plan that is not well funded or implemented from Coliban Waters understanding. In this instance, Coliban Water considers it to be a vital aspect of the proposal that ongoing reporting of maintenance and management of the system and disposal area will be critical.

Landscaping and draft Rehabilitation plan

Protection of waterways through the utilisation of native revegetation, providing of filter strips and improving the function of the waterway, is a critical component to the reduction of risk from the wastewater system that enables the reduction in separation distance of the Disposal Area from the waterway and buffer the waterway from the development. The draft Rehabilitation plan provides the basis for the process to protect and enhance the waterway but needs to be updated with greater detail and commitment to the enhancement actions. The plan needs to provide greater detail on revegetation works, timelines and on ongoing commitment to establishing the streamside buffer vegetation. The establishment of streamside vegetation would also require fencing and access management such as a single crossing point.

Coliban Water is happy to support the development with the addressing of the management of the onsite wastewater system and improvement of the rehabilitation plan. The advice is provided with the understanding that any application made to council will still be referred to Coliban Water to enable conditions to be supplied. Conditions Coliban would seek to be applied relate directly to limiting any future subdivision of the land, the ongoing maintenance, monitoring and reporting to council and Coliban Water of the onsite wastewater system operation, and reporting and implementation or actioning of a rehabilitation plan. We would seek to apply these conditions through a section 173 agreement registered on title.

We would be happy to discuss and on the feedback provide above if required.

Kind regards

Barry

Barry Floyd | Catchment and Land Use Planning Coordinator
phone: 03 4408 5411 | mobile:
Coliban Water | 37 - 45 Bridge Street Bendigo VIC 3550
coliban.com.au | @colibanwater

From: Gerard Gilfedder <Gerard.Gilfedder@curriebrown.com>
Sent: Thursday, 19 October 2023 8:39 AM
To: Barry Floyd <Barry.Floyd@coliban.com.au>
Subject: RE: [External] RE: Second Dwelling at 2342 Calder Highway Elphinstone

Hi Barry,

I thank you for your email and advise that the proposal is to retain the proposed second dwelling at its current floor area and room use.

I have sought and obtained a revised Land Capability Assessment, which establishes that a 900sqm disposal area is required and can be accommodated on site. This is as shown on the plans and is located between the proposed dwellings.

I believe that the revised LCA satisfactorily addresses the matters outlined in your email below.

I note that Coliban Water is a referral authority to construct a building or construct and carry out works within a Special Water Supply Catchment area and under Clause 42.01 Schedule 1 of the Mount Alexander Planning Scheme.

I note that Section 55(1) of the Planning and Environment Act, 1987 requires referral of the application unless an applicant can satisfy Council that the referral authority has:

- a) Considered the proposal within three months of lodgement of the application and
- b) Stated in writing that it does not object to the grant of a permit for the proposal.

Accordingly I ask if you or the relevant Coliban Water delegate could confirm in writing that there is no objection to the application.

I hope the email and attachments are clear and please do not hesitate to contact me to discuss any aspect.

Regards

Gerard Gilfedder
Associate

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From: Barry Floyd <Barry.Floyd@coliban.com.au>
Sent: Thursday, September 21, 2023 3:29 PM
To: Gerard Gilfedder <Gerard.Gilfedder@curriebrown.com>
Subject: RE: [External] RE: Second Dwelling at 2342 Calder Highway Elphinstone

Hi Gerard

Thank you for details of the proposal.

First thing I would note of significance is the scale of proposed new dwelling.

Currently it is shown as a 5 bedroom house, and as such is assessed in the LCA as 5 bedroom but the Guest bed, Study and Theatre should be included as bedrooms.

This is because the wastewater volume generated must be based on the potential load generated, irrespective of the intended use. This would make the dwelling 8 bedroom with wastewater volume based on number of rooms +1, making the new house 9 bedrooms, dramatically increasing the volume of wastewater and the size of the land application area.

In principle there are opportunities to support your proposal (addressing the scale issue raised above) which would most likely involve a section 173 agreement restricting any future subdivision, management of the onsite wastewater system and implementation and maintenance of the waterway enhancement.

Cheers
Barry

Barry Floyd | Catchment and Land Use Planning Coordinator
phone: 03 4408 5411 | mobile:
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From: Gerard Gilfedder <Gerard.Gilfedder@curriebrown.com>
Sent: Thursday, 21 September 2023 10:55 AM
To: Barry Floyd <Barry.Floyd@coliban.com.au>
Subject: RE: [External] RE: Second Dwelling at 2342 Calder Highway Elphinstone

Hi Barry,

I thank you for your email below.

The proposed application is to construct and use a second dwelling and outbuilding on the above site. The proposal includes the establishment of a single waste treatment area between the two dwellings. This is based on the attached Land Capability Assessment.

I also provide a draft program to fence and rehabilitate the watercourse to the north of the two dwellings.

I believe the attached documents and the proposal respond appropriately to the email from Carmel dated 19 September 2022.

I ask if you can review the documents and would appreciate it if you can confirm Coliban Water does not object to the application.

I hope the email and attachments are clear and please do not hesitate to contact me to discuss any aspect of the proposal or to arrange a meeting.

Regards

Gerard Gilfedder
Associate



From: Barry Floyd <Barry.Floyd@coliban.com.au>
Sent: Wednesday, September 20, 2023 2:14 PM
To: Gerard Gilfedder <Gerard.Gilfedder@curriebrown.com>
Subject: RE: [External] RE: Second Dwelling at 2342 Calder Highway Elphinstone

Hi Gerard

Thank you for the email and update. Carmel was backfilling my role while I was away on a secondment.

Coliban would be happy to consider your proposal.
If you would like to send through the details of your proposal we can review and provide any feedback.

Cheers
Barry

Barry Floyd | Catchment and Land Use Planning Coordinator
phone: 03 4408 5411 | mobile:
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coliban.com.au | @colibanwater

From: Gerard Gilfedder <Gerard.Gilfedder@curriebrown.com>
Sent: Wednesday, 20 September 2023 10:12 AM
To: Carmel Cumming <Carmel.Cumming@coliban.com.au>
Subject: [External] RE: Second Dwelling at 2342 Calder Highway Elphinstone

Good morning Ms Cumming,

I refer to the email below and our discussion on 18 April 2023.

I apologise for the delay in providing an update.

I have now arranged for the preparation of a Land Capability Assessment that establishes the location of a single treatment area for both the current dwelling and proposed dwelling, which is well separated from the watercourse. I also have plans of the proposed dwelling and a draft watercourse rehabilitation plan.

I would like to arrange a time to discuss the proposal further and to obtain Coliban Water support for the application prior to lodgement with Council.

I hope the email is clear and look forward to meeting to discuss the application.

Regards

Gerard Gilfedder
Associate



From: Gerard Gilfedder
Sent: Wednesday, April 12, 2023 1:13 PM
To: 'carmel.cumming@coliban.com.au' <carmel.cumming@coliban.com.au>
Subject: Second Dwelling at 2342 Calder Highway Elphinstone

Good afternoon Ms Cumming,

I refer to the above matter and my telephone messages this afternoon.

I advise that I act for Mr Leigh Vella the owner of the above site who has asked me to review the potential to construct a second dwelling on the site and possibly undertake a two lot subdivision.

As outlined in my messages I would appreciate an opportunity to discuss with the proposed application including the proposed siting of the second dwelling and waste system.

I hope my messages are clear and look forward to the discussion.

Regards

Gerard Gilfedder
Associate



From: Carmel Cumming <Carmel.Cumming@coliban.com.au>
Sent: Monday, September 19, 2022 3:46 PM
To: leigh@vellacivils.com.au
Subject: RE: [External] Leigh Vella 2342 Calder Highway Elphinstone

Hi Leigh,

As discussed, I have been able to review the file notes relating to your previous application to subdivide your land. In principle Coliban Water would support a second dwelling on the property provided:

- A Land Capability Assessment was undertaken, and provided that the land could manage one wastewater system for the two dwellings, and meet required setback distances from waterway/drainage lines.
- A Landscaping Plan be included showing current (and future) planting, that enhance and management the waterway/drainage lines.

If you have any questions please give me a call.

Regards
Carmel

Carmel Cumming | Water Quality Risk Coordinator
p 03 5434 1396 | m 0429 231 772
Coliban Water | coliban.com.au

From: leigh@vellacivils.com.au <leigh@vellacivils.com.au>
Sent: Wednesday, 14 September 2022 10:16 PM
To: Carmel Cumming <Carmel.Cumming@coliban.com.au>
Subject: [External] Leigh Vella 2342 Calder Highway Elphinstone

Hello Carmel thanks for taking my call today.

I have previously tried getting a subdivision for my block in Elphinstone 2342 Calder Highway. I am seeking any advice or help on the proposal of building a new house (second dwelling on the same title) is this something you could help me with. We want to stay in the area but have out grown our home with 4 kids and looking to move the Inlaws into the existing house if we can get this approved. The reason the subdivision got knocked back is the property is still farming Zone as the freeway took all the land when it came through and the zoning has not changed. I now have a 3 acre property next door , 5 acre property across the road with new house and a 5 acre property to the right of me with a new house.

I Look forward to your response

Kind Regards

Leigh Vella
Director

Vella Civils Australia

Tel: 0409 558 254 | leigh@vellacivils.com.au

PO Box 27, Elphinstone VIC 3448

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Currie & Brown. Registered office: Level 4, 10 Queen Street, Melbourne VIC 3000, Australia. Registered in Australia. ACN: 128 823 843 Currie & Brown (Australia) Pty Ltd. <http://www.curriebrown.com>

Currie & Brown (Australia) Pty Ltd
gerard.gilfedder@curriebrown.com

21 December 2023

Dear Sir and/or Madam,

Pre-Planning Permit Application - 2nd Dwelling

Applicant: Currie & Brown (Australia) Pty Ltd,
Location: 2342 Calder Hwy ELPHINSTONE VIC 3448
V 11321 F 659 Lot 2 Plan 613896G Elphinstone

Thank you for the information received 30 November 2023 in relation to the above pre planning permit application.

GMW's areas of interest are surface water and groundwater quality, use and disposal. GMW requires that development proposals do not impact detrimentally on GMW's infrastructure and the flow and quality of surface water and groundwater. Applicants must ensure that any required water supplies are available from an approved source.

GMW understands that the applicant is seeking planning permission for a second dwelling (8 bedroom equivalent including study and playroom/rumpus) on a lot. The property is zoned FZ and comprises of ~3.648ha. The property is located in the Eppalock Special Water Supply Catchment area and subject to ESO1. A number of dams are located on the property with one on a drainage line which traverses the centre of the lot. A Land Capability Assessment has been provided outlining that a secondary treatment of wastewater is required by sub-surface irrigation. An existing dwelling 5 bedroom equivalent (including study) is located on the site.

The following conditions are indicative conditions GMW would place on a planning permit application:

- All wastewater from the dwelling must be treated to a standard of at least 20mg/L BOD and 30mg/L suspended solids using a package treatment plant or equivalent. The system must have a certificate of conformity issued by the Conformity Assessment Body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard and EPA Code of Practice.
- All wastewater must be applied to land via pressure-compensating sub-surface irrigation installed along the contour.
- The wastewater disposal area must be located at least: 100m from any waterways, 40m from any drainage lines, 60m from any dams, and 20m from any bores. *Where wastewater is treated to at least a secondary standard, the distance may be reduced



in accordance with the current EPA Code of Practice – Onsite Wastewater Management. However where possible setback distances must be maximised.

- The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy of each dwelling, including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of the current EPA Code of Practice – Onsite Wastewater Management.
- The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away.
- No buildings are to be constructed within 30 metres of any waterways or on any drainage lines.

Please note that this information is to be used as a guide only and is subject to a formal application being made. GWM recommends that the Contract of Sale is subject to a planning permit being issued for the proposal.

If you require further information please e-mail propertyservices@gmwater.com.au or contact 1800 013 357.

Yours sincerely

Ranine McKenzie
PROPERTY MANAGER
Per: (original signed by Loretta Mulla)

ARCHITECTURAL DRAWINGS

SITE INFORMATION

Building Classification: Class 1a (Single Storey) + Class 10a (Shed)
Land Title Reference: - Plan of Subdivision: PS613896G
Wind Classification: - N2
Site Classification to AS4055-2006
Soil Classification: TBC By: TBC
Site Classification to AS2870-2011
Climate Zone: - 6
BAL Level: - 12.5
Site Classification to AS3959-2018
Floor Area: - 416.88m²
Alfresco Area: - 38.03m²

SUB-CONSULTANT

Engineering: TBC
Energy Rating: TBC

As per Bushfire Prone Area Report, this property is in a designated bushfire prone area. **Special Bushfire construction requirements apply.**

BAL-12.5

PRELIMINARY PLANS

NOT FOR CONSTRUCTION OR
TOWN PLANNING SUBMISSIONS

DRAWING LIST

Sheet Number	Issue	Sheet Name	Sheet Issue Date	Drawn By	Current Revision	Current Revision Date
A101	PRELIM	GENERAL NOTES	06.09.2023	RR	B	30.08.23
A102	PRELIM	GENERAL NOTES	06.09.2023	RR	B	30.08.23
A103	PRELIM	GENERAL NOTES	06.09.2023	RR	B	30.08.23
A104	PRELIM	LOCALITY PLAN	06.09.2023	RR	B	30.08.23
A201	PRELIM	EXISTING SITE PLAN	06.09.2023	RR	B	30.08.23
A301	PRELIM	PROPOSED SITE PLAN	06.09.2023	RR	C	06.09.23
A302	PRELIM	PROPOSED SITE PLAN - ENLARGED	06.09.2023	RR	C	06.09.23
A303	PRELIM	PROPOSED FLOOR PLAN	06.09.2023	RR	B	30.08.23
A304	PRELIM	PROPOSED FLOOR PLAN - DIMENSIONED	06.09.2023	RR	B	30.08.23
A305	PRELIM	PROPOSED ELEVATIONS	06.09.2023	RR	B	30.08.23
A306	PRELIM	PROPOSED ELEVATIONS	06.09.2023	RR	B	30.08.23
A501	PRELIM	BAL ASSESSMENT	06.09.2023	RR	B	30.08.23
A502	PRELIM	BAL REPORT	06.09.2023	RR	B	30.08.23
A503	PRELIM	BAL REPORT CONT.	06.09.2023	RR	B	30.08.23
A504	PRELIM	BAL NOTES	06.09.2023	RR	B	30.08.23



PLANS ARE OWNED
BY PAUL GRAY
BUILDERS

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PROJECT: PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

ADDRESS: 2342 CALDER HIGHWAY,
ELPHINSTONE, 3448

CLIENT: LEIGH VELLA

REF: DMC789 - 06-23

DATE: 06.09.2023

NCC RESIDENTIAL GENERAL NOTES

Earthworks

- For un-retained bulk site cut & fill must be in accordance with the NCC 2022 – 3.2.1(1) & 3.2.1(2).

Surface Water

Slab on ground - finished ground level adjacent to buildings:

The external finished surface surrounding the slab must be drained to move surface water away from the building and graded to give a slope of no less than 50mm over the first 1m from the building as shown in NCC 2022 – 3.3.3(a).

Slab on ground - finished slab heights:

The height of the slab on ground (measured at the slab edge) above external finished surfaces must be in accordance with the NCC 2022 – 3.3.3(b)

Suspended Floors:

The ground beneath suspended floors must be graded so that the areas beneath the building is above the adjacent external finished ground level and surface water is prevented from ponding under the building as per NCC 2022 – 3.3.3(c).

Subsoil Drainage

Where a subsoil drainage system is installed to divert subsurface water area from the area beneath a building, the subsoil drain must be graded with a uniform fall of not less than 1:300; and discharge to an external silt pit or sump with the level of discharge from the silt pit or sump into an impervious drainage line is not less than 50mm below the invert level of the inlet and provision is provided for cleaning and maintenance as per NCC 2022 – 3.3.4.

Stormwater

The position and manner of discharge of the stormwater drainage system must be to the satisfaction of the appropriate authority and as per the NCC 2022 – 3.3.5.

The stormwater drainage system must be designed so that any overflow during heavy rain periods is prevented from flowing back into the building.

Cover to stormwater drains must comply with clause 3.3.5(c) NCC 2022.

Termite Protection

Where a termite management system is required, a termite barrier is installed in a Class 1 or 10 building to minimize the risk of termite attack to primary building elements shall be in accordance with AS 3660.1 or tested and passed as required by Section 5 of AS3660.3. Where a chemical termite management system is used, the chemical must be included on the appropriate authority's pesticides register. A durable notice shall be installed in accordance with NCC 2022 – 3.4.3.

Footings and Slabs

Excavations for footings must be clean cut with vertical sides, wherever possible and be in accordance with Clause 4.2.3 NCC 2022.

Filling under concrete slabs must be either rolled or controlled fill, a level layer of clean quarry sand must be placed on top of the fill, with a depth not less than 20mm as per NCC 2022 – 4.2.4. A graded stone termite management system complying with Part 3.4 may be substituted for the sand required in (b).

Footings and slabs including internal or edge beams must be founded on soil with an allowable bearing pressure as per NCC 2022 – 4.2.5.

Footings and slabs installed on the low side of sloping sites must be in accordance with NCC 2022 – 4.2.6

Stepped strip footings must be in accordance with NCC 2022 – 4.2.7.

Vapour barriers must be installed under slab on ground constructions for Class 1 Buildings and Class 10 Buildings where the slab with continuous with the slab of a Class 1 Building as per Clause 4.2.8(1). The vapour barrier must comply with the requirements of Clause 4.2.8(2) to Clause 4.2.8(5).

Edge rebates must be in compliance with the requirements of NCC 2022 – 4.2.9.

Concrete

Concrete must be manufactured to comply with the NCC 2022 – 4.2.10 & AS 3600 and have a strength at 28 days of not less than 20 MPa (denoted as N20 grade), have a 20 mm nominal aggregate and have a nominal 80 mm slump.

Steel Reinforcement

Materials used for reinforcing steel must comply with AS 2870 and be either welded wire reinforcing fabric, trench mesh or steel reinforcing bars. Steel reinforcing bars may be substituted for trench mesh in accordance with NCC 2022 - Table 4.2.11a.

Minimum overlaps for reinforcement as shown in NCC 2022 - Table 4.2.11b and Figure 4.2.11a must be provided where reinforcing is used.

Footings and slabs on ground must have a concrete cover between the outermost edge of the reinforcement (including ligatures, tie wire etc.) and the surface of the concrete of not less than 40 mm to unprotected ground, 30 mm to a membrane in contact with the ground, 20 mm to an internal surface and 40 mm to external exposure in accordance with the NCC 2022 – 4.2.11(5).

Reinforcement must be cleaned of loose rust, mud, paints and oils immediately prior to concrete pour in accordance with the NCC 2022 – 4.2.11(6). Reinforcement must be placed in accordance with the NCC 2022 – 4.2.11(7).

Footings and Slab Construction

Footings and slab construction must be in accordance with NCC 2022 – 4.2.12.

Stump Footing Details

Footings for stumps must comply with the relevant provisions of NCC 2022 – 4.2.13(1). Stumps must be embedded into foundation material not less than 30% of their height above ground level or 450mm, which ever is greater as per NCC 2022 – 4.2.13(6).

Refer Clause 4.2.13(7), for pad footings for Clad frames in Class A or Class S sites.

Concrete stumps must be designed in accordance with AS 3600 or Tables 4.2.13d, 4.2.13e or 4.2.13f; and use a minimum 20 MPA concrete as defined in AS3600.

As per 4.2.13(3), Steel stumps must be designed in accordance with AS 4100 or Tables 4.2.13d, 4.2.13e or 4.2.13f; and be fully enclosed and sealed with a welded top plate and be encased in concrete sloping away from the stump and finishing not less than 100mm above finished ground level; and be corrosion protected in accordance with Part 6.3.

Timber stumps must be designed in accordance with AS1684.2, AS1684.3 or AS1720.1 or Tables 4.2.13d, 4.2.13e or 4.2.13f.

Stumps must be braced in accordance with clause 4.2.13(5).

Site Classification

The foundation where slabs and footings are to be located must be classified in accordance with AS 2870 for the general definition of site types, refer to NCC 2022 – Table 4.2.2.

Masonry Veneer

Masonry veneer construction including height limitations, openings, DPC and flashing, vertical articulation joints, and engaged piers shall be as per NCC 2022 – Part 5.2.

Cavity Masonry

As per NCC 2022 – 5.3.3(2), Cavity Masonry must be constructed of two leaves, each leaf not less than 90mm wide and be provided with a cavity in accordance with NCC 2022 – 5.3.3(3). Ensure cavity masonry walls are constructed with supports, heights and wind loads according to 5.3.3(1) and ensure the height limitation does not exceed 8.5m above adjacent finished ground level as per NCC 2022 – 5.3.2. Internal cavity masonry walls and their relevant vertical articulation joints shall be constructed as per NCC 2022 – 5.3.4.

Except where openings in cavity masonry walls are not greater than 500mm wide and are adequately supported, openings in cavity masonry walls shall be provided with steel lintels in accordance with NCC 2022 - 5.6.7.

Damp-proof courses and flashing must be provided in accordance with 5.7.3 and 5.7.4. Vertical articulation joints are to be installed in accordance with NCC 2022 – 5.6.8.

Unreinforced Single Leaf Masonry

Single leaf unreinforced masonry walls with engage piers and return walls shall comply with the relevant requirements of NCC 2022 – 5.4.2 & 5.4.3. Damp-proof courses and flashing must be provided in accordance with 5.7.3 and 5.7.4. Vertical articulation joints are to be installed in accordance with NCC 2022 – 5.6.8.

Isolated Masonry Piers

Isolated piers supporting carports, verandahs, porches and similar roof structures, or vehicle door openings, which form part of the main roof, or are attached to a wall of a Class 1 building must be not less than 290 x 290mm in section; and not more than 2.7m high, spaced not more than 3m centres, and provide a bearing length of not less than 150mm for any supported members as per NCC 2022 – 5.5.2. Isolated piers supporting tiled roofs must have steel strapping and rods cast into the footings as per NCC 2022 – 5.5.3. Isolated piers supporting sheet roofs must have steel strapping and rods cast into the footings as per NCC 2022 – 5.5.4. Isolated piers for freestanding carports must be not less than 290 x 290mm in section and be constructed in accordance with NCC 2022 – 5.5.5. As per NCC 2022 – 5.5.6, Subfloor isolated piers must be not less than 190 x 190mm in section and comply with Figure 5.5.6 for height requirements.

Masonry Components and Accessories

Masonry units provided shall be in accordance with NCC 2022 – 5.6.2. As per NCC 2022 – 5.6.3, mortar mixes used for masonry construction must comply with AS 3700 or AS4773 except that the mortar may be mixed by the volume in the proportions stated in Table 5.6.3. Mortar joints shall be as per NCC 2022 – 5.6.4. Masonry veneer wall ties must be used in accordance with the NCC 2022 – 5.6.5.

Masonry wall ties must be protected against corrosion and installed in accordance with the NCC 2022 – 5.6.5(b)&(c).

Wall ties must comply with AS/NZS 2699.1. Fixing straps and tie-down systems must be provided in accordance with NCC 2022 – 5.6.6. Vertical articulation joints must be provided in masonry walls (except in walls constructed on sites where soil classification is A or S [see 4.2.2]) in accordance with NCC 2022 – 5.6.8.

Damp proof courses must consist of either of the following materials in accordance with the NCC 2022 – 5.7.3 and must comply with AS/NZS 2904. Damp proof course can either be on of the following, embossed black polyethylene film of high impact resistance and low slip, with a nominal thickness of 0.5 mm prior to embossing, and comply with Clause 7.6 of AS/NZS 2904; or polyethylene coated metal, that has an aluminium core of not less than 0.1 mm thick, is coated both sides with bitumen adhesive enclosed in polyethylene film of not less than 0.1 mm thick on each face, and has a nominal total thickness of not less than 0.5 mm prior to embossing; or bitumen impregnated materials of not less than 2.5 mm thick, that comply with Clause 7.5 of AS/NZS 2904; or terminate sheet materials complying with Part 3.4 (with no penetrations) serving the purpose of a *damp-proof course* and/or *flashing* that is continuous through the wall or pier.

Damp-proof courses and flashings must be installed and provided in accordance with Clause 5.7.4.

Weepholes shall be provided to masonry walls in accordance with NCC 2022 – 5.7.5 and except where excluded by (2), be located in the course immediately above any flashing including any DPC acting as a flashing and be at not more than 1.2m centres and be a minimum of 50mm in height by the width of the vertical mortar joint. Weatherproofing of single leaf masonry walls shall be provided in accordance with NCC 2022 – 5.7.6.L

In masonry veneer & cavity masonry construction, a cavity must be provided between the inner and outer walls of not less than 25mm wide (masonry veneer) or 35mm wide (cavity masonry) and not more than 75mm wide as per NCC 2022 – 5.7.2. This cavity must be exclusive of any wall membranes, sheet bracing or services installed to the supporting frame and where installed on a slab on-ground must be drained to the outside in accordance with 5.7.5. The exterior masonry leaf must not overhang the edge of the slab by more than 15mm as per NCC 2022 – 5.7.2(4).

Lintels

Lintels in masonry walls must comply with the NCC 2022 – 5.6.7(a).

Steel lintels must comply with the NCC 2022 – 5.6.7(b) and Table 5.6.7a. They shall comply with the corrosion protection requirements of Table 5.6.7b.

Sub Floor Ventilation

The sub-floor space between the suspended floor of a building and the ground must be cleared of all debris and vegetation, be cross ventilated by means of openings, contain no dead air spaces, be graded in accordance with the NCC 2022 – 6.2.1(1)&(2) and have evenly spaced ventilation openings as far as practicable in accordance with the NCC 2022 – 6.2.1(2)(d).

In double leaf masonry walls, the cross-ventilation openings must be provided in both leaves of the masonry, with inner-leaf openings being aligned with outer leaf openings to allow an unobstructed flow of air, complying with the NCC 2022 – 6.2.1(3).

Internal walls constructed in sub-floor spaces must be provided with openings, having an unobstructed area equivalent to that required for the adjacent external openings and be evenly distributed throughout such internal walls, as per the NCC 2022 – Figure 6.2.1(d).

The clearance between the ground surface and the underside of the floor, must be in accordance with the NCC 2022 - Table 6.2.1b. The sub-floor ventilation openings in internal and external walls must be in accordance with NCC 2022 - Table 6.2.1a for the climatic zones specified in Figure 6.2.1a – Climate Zones Based on Relative Humidity.

Where the ground or sub-floor space is excessively damp or subject to frequent flooding, in addition to previous noted sub-floor ventilation requirements, either the area of sub-floor ventilation required must be increased by 50%, have a sealed impervious membrane provided over the ground or have class 1 or 2 timbers or H3/H5 preservative treated timbers in accordance with AS 1684 Parts 2, 3, or 4, as per the NCC 2022 – 6.2.1(5).

Wall Cladding

In order to satisfy Performance Requirements H1P1, timber and composite wall cladding must comply with the NCC 2022 – Part 7.5 or for autoclaved aerated concrete wall cladding, Australian Standard AS 5146.1.

In order to satisfy Performance Requirements H1P1, metal wall cladding must comply with Australian Standard AS 1562.1.

Structural Steel Members

Where provided, structural steel members must comply with all relevant requirements of NCC 2022 – 6.3.

Steel Framing

In order to comply with performance requirement H1P1 for steel framing, the steel framing must be designed and constructed in accordance with one of the following standards; Steel Structure AS4100; or Cold-formed Steel Structure AS/NZS 4600, for structural stability, strength and deflection, and subject to (6), Part 6.3 of the ABCB Housing Provisions or for corrosion protection in accordance with the NCC 2022 – 6.3.9 of Part 6.3 of the ABCB Housing Provisions.

Timber Framing

Performance Requirement H1P1 is satisfied for a timber frame if it is designed and constructed in accordance with the following standards as appropriate; Design of Timber Structures AS1720.1; Design of Nailplated Timber Roof Trusses AS1720.5; Residential Timber Framed Construction – Non-cyclonic Areas AS1684.2 or AS1684.4; Residential Timber Framed Construction – Cyclonic Areas AS1684.3; Installation of Particleboard Flooring AS1860.2.

Metal Sheet Roofing

Performance Requirements H1P1 are satisfied for sheet metal roofing that complies with one or a combination of the requirements in accordance with the NCC 2022 – Part 7.2 (provided the wind class is not more than N3); AS1562.1 and in wind regions C and D in accordance with Figure 2.2.3 in Section 2 of the ABCB Housing Provisions; Plastic Sheet Roofing – AS1562.3.

Metal sheet roofing must be protected from corrosion in accordance with the NCC 2022 – 7.2.2 and Table 7.2.2a.

Where different metals are used in a roofing system, including flashings, fasteners, gutters, downpipes, etc., they must be compatible with each other in accordance with the NCC 2022 – 7.2.2(2) and Tables 7.2.2a to 7.2.2e.

Metal sheet roofing must be fixed at spacings in accordance with the NCC 2022 – 7.2.5, use fastening devices made of a compatible metal to the roofing in accordance with the NCC 2022 – 7.2.5(c). Also when using both clipped and pierced fastening systems employ an anti-capillary feature in the side lap of the sheet, to prevent capillary action drawing moisture into the lap and allowing the lap to drain wherever possible over tightening the sheet fixings, see NCC 2022 - Figure 7.2.5 and wherever possible have the sheets laid so that the side lap is facing away from prevailing weather.

Sheets must be laid either wherever possible using complete lengths from ridge to eaves, where a complete length cannot be laid each should run should be laid in specific sequence in accordance with the NCC 2022 - Figure 7.2.6 from bottom to top before moving to the next run. Also the distance for end lapping where the end sheets meet is for roof slopes between 5-15 degrees (1:12-1:4) - a lap of 200 mm and for roof slopes above 15 degrees (1:4) - a lap of 150 mm. Sheets must be stop ended (each valley turned up 60 degrees) at the ridge line of each length as per the NCC 2022 – 7.2.6.

Sheet metal roof flashings must be of a compatible material, fixed, joined and capped in accordance with the NCC 2022 – 7.2.7. Lead flashing must not be used with pre-painted steel or zinc/aluminium steel or on any roof if the roof is part of potable water catchment area. Fastener frequency for flashing and capping must comply with the NCC 2022 – Table 7.2.7.

Flashing of penetrations must be in accordance with the NCC 2022 – 7.2.7(2). Collar flashing must permit the total drainage of the area above the penetration, clearance for heating appliance roof support members must be in accordance with the NCC 2022 – Part 12.4.

Where an eaves gutter is provided in accordance with H2D6(1), sheets must overhang the fascia, or end batten where there is no fascia, by no less than 50mm as per the NCC 2022 – 7.2.8.

Roof Tiling

Roof tiles and shingles must be in accordance with the NCC 2022 – Part 7.3 and comply with one or a combination of the following standards; Roof Tiling AS2050; Terracotta, Fibre-Cement and Timber Slates and Shingles AS4597.

Roof tiles must not be installed on a building within a designated wind speed higher than N3, with a maximum roof pitch not more than 35 degrees and not less than 15 degrees and in installed in accordance with the NCC 2022 – Part 7.3.

Roofing battens for tiled roofing installation must be selected and installed as per the H1D6(4) and H1D6(3) for timber and steel battens respectively. Roof tiles and hip, ridge, barge and capping tiles must be fixed in accordance with the NCC 2022 – 7.3.2 and Table 7.3.2 – Minimum Fixing Requirement and Figures 7.3.2a to 7.3.2e.

Flashing for roof tiles must comply with the NCC 2022 – 7.3.3(1). Joints in flashing must be no less than 75mm and lapped in the direction of fall of the roof in accordance with the NCC 2022 – 7.3.3(2). Lead flashings must not be used on any roof that is part of a potable drinking water catchment area. Sarking must be provided to tiled roofing in accordance with the NCC 2022 – 7.3.4, Table 7.3.4 – Sarking Requirements for Tiled Roofs and AS/NZS 4200.1. Sarking must be installed with no sag greater than 40mm, fixed to supporting members at no more than 300mm centres and be taped together or overlap sheet or roll no less than 150mm as per the NCC 2022 – 7.3.4(b).

Anti-ponding device/board must be installed and provided to sarked tiled roofs with a pitch less than 20 degrees; and on all roof pitches where there is no eave overhang, regardless of whether sarking is required, in accordance with the NCC 2022 – 7.3.5. When tiled roofs are provided with an eaves gutter, tiles must overhang the fascia or tiling batten by not less than 35mm in accordance with the NCC 2022 – 7.3.6 and Figure 7.3.5 – Typical Installation of Anti-Ponding Device/Board.

Gutters and Downpipes

Gutters, down pipes and flashings must be manufactured in accordance with AS/NZS 2179.1 for metal, be manufactured in accordance with AS1273 for UPVC components, be compatible with all upstream roofing materials in accordance with the NCC 2022 – 7.4.2 and not contain any lead if used on a roof forming part of a potable water catchment area.

The size of guttering must be in accordance with the NCC 2022 - Table 7.4.3a to 7.4.3c and be suitable to remove rainwater falling at the appropriate rainfall intensity listed in the Table 7.4.3d.

Gutters must be installed with a fall of not less than 1:500 for eaves gutters, and 1:100 for box gutters. Eaves gutters must be supported by brackets securely fixed at stop ends and at not more than 1.2 m centres, as per the NCC 2022 – 7.4.4(1)(b)&(c).

Valley gutters must be installed on a roof with a pitch more than 12.5 degrees and have the dimensions in accordance with Table 7.4.4c for the relevant rainfall intensity; and have a minimum freeboard of not less than 15mm; and have a side angle of not less than 12.5° in accordance with NCC 2022 – 7.4.4(4).



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REVISIONS			
Rev. #	Date	Drawn	Description
A	21.07.23	RR	PRELIMINARY
B	30.08.23	RR	PRELIM REV.

PROJECT CLIENT: LEIGH VELLA
ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448
PROJECT: PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

PROJECT NUMBER: DMC789 - 06-23	DATE: 06.09.2023	SHEET NAME: GENERAL NOTES
	ISSUE NUMBER: PRELIM	
	DRAWN BY: RR	
APPROVED BY: DMC	SCALE:	DRAWING NO: A101

NCC RES. GENERAL NOTES CONT.

Gutter & Downpipes Cont.

Downpipes must not serve more than 12m of gutter length for each downpipe, must be located as close as possible to valley gutters and if the downpipe is more than 1.2m from a valley, provision for overflow must be made to the gutter and downpipes must be selected in accordance with the appropriate eaves gutter section as shown in Table 7.4.4a to 7.4.4c, as per the NCC 2022 – 7.4.6.

Glazing

Performance Requirements H2P2 are satisfied for glazing and windows if designed and constructed in accordance with AS2047 for the glazed assemblies in external walls listed in NCC 2022 – Part 8.3.

Glazing to the perimeter of buildings and supported on all sides must comply with the appropriate provisions listed in Part 8.4. Glazing used in areas where the potential for human impact could occur must comply with the appropriate provisions listed in Part 8.3. For 3mm monolithic annealed glass, the maximum area must not be more than 0.85m².

Grade A Safety Glass must be provided in accordance with Table 8.4.2 and Figure 8.4.2 except where the provisions of NCC 2022 – 8.4.2(a) to (e) apply/override.

Glazed door side panels shall be provided in accordance with Clause 8.4.3 NCC 2022. Full height framed glazed panels that could be mistaken for an unobstructed opening must be glazed with Grade A Safety Glazing material in accordance with Table 8.4.2 except in the case of Clause 8.4.4(2).

Framed glazing where the lowest sight line is less than 500mm from the highest abutting finished floor level (Figure 8.4.5) must be Grade A safety glazing material in accordance with Table 8.4.2 or monolithic annealed glass not less than 5mm nominal thickness provided that that area of the glazing panel is not more than 1.2m².

Kitchen, bathroom, ensuite, spa room and splash-back glazing must be provided in accordance with NCC 2022 – 8.4.6, Table 8.4.6 (where applicable) and Figure 8.4.6 (where applicable).

Where glazing in a door, side panel or panel is capable of being mistaken for a doorway or opening, glass must be marked to make it readily visible in accordance with NCC 2022 – 8.4.7(2) except where not required by 8.4.7(3).

Safety Glass must be labelled in accordance with NCC 2022 – 8.4.8.

Fire Separation

Fire separation of external walls must be in accordance with the NCC 2022 – Part 9.2.

Fire protection of separating walls and floors must be in accordance with the NCC 2022 – Part 9.3.

Fire separation of garage top dwellings must be in accordance with the NCC 2022 – Part 9.5.

Smoke Alarms

Smoke alarms must be installed in class 1A buildings in accordance with the NCC 2022 – 9.5.2 & 9.5.4 and class 1B buildings in accordance with the NCC 2022 – 9.5.3 & 9.5.4. Also smoke alarms must comply with AS 3786 and must be connected to the consumer mains power where consumer power is supplied to the building as per the NCC 2022 – 9.5.1(c). Where more than one smoke detector is provided, smoke detectors must be interconnected in accordance with the NCC 2022 – 9.5.1(d).

Smoke alarms must be installed in a class 1A building in accordance with the NCC 2022 – 9.5.2, on or near the ceiling in any story containing bedrooms - between each part of the dwelling containing bedrooms and the remainder of the dwelling and where bedrooms are served by a hallway, in that hallway. Also, any other storey not containing bedrooms. Refer to the NCC 2022 – Figure 9.5.2a & 9.5.2b for smoke detector layouts diagram. Smoke detectors must be installed in accordance with the NCC 2022 – 9.5.4.

Wet Areas

Performance Requirement H401 for external waterproofing is satisfied for wet areas in a building if they are waterproof or water resistant in accordance with the NCC 2022 – 10.2.2 to 10.2.32 and comply with AS3740-2004 – Waterproofing of Wet Areas in Residential Buildings.

Room Heights

Heights of rooms and other spaces (as detailed in the NCC 2022 – Figure 10.3.1) must be no less than the following in accordance with the NCC 2022 – 10.3.1:

- In a habitable room excluding a kitchen - 2.4m;
- In a kitchen - 2.1m;
- In a corridor, passageway or the like - 2.1m;
- In a bathroom, shower room, laundry, sanitary compartment, airlock, pantry, storeroom, garage, car parking area or the like - 2.1m;
- In a room with a sloping ceiling or projection below the ceiling line within;
 - A habitable room: ** for at least two-thirds of the floor area.
 - In an attic - height no less than **2.2m.
 - In other rooms - height no less than **2.4m.
- A non-habitable room – a height no less than **2.1m.
- In a stairway, ramp, landing or the like – 2.0m measured vertically above the nosing line of stairway treads or the floor surface of a ramp, land or the like.

Facilities

A Class 1 Building must provide the following facilities in accordance with the NCC 2022 – 10.4.1. If any of the following facilities are detached from the main building, they must be set aside for the exclusive use of the occupants of the building complying with the NCC 2022 – 10.4.1(2):

- A kitchen sink and facilities for the preparation and cooking of food; and
- A bath or shower; and
- Clothes washing facilities, comprising at least one washtub and space in the same room for a washing machine; and
- A closet pan; and
- A washbasin.

A fully enclosed sanitary compartment provided within a building, must have a door that open outwards, slides or be readily removable from the outside of the compartment in accordance with the NCC 2022 – 10.4.2. Unless a clear 1.2m is provided throughout the door swing, as shown in Figure 10.4.2.

Natural Lighting

Natural lighting must be provided in a Class 1 building to all habitable rooms complying with the NCC 2022 – 10.5.1, in accordance with the following:

Natural lighting must be provided by windows that have an aggregate light transmitting area measured exclusive of framing members, glazing bars or other obstructions of not less than 10% of the floor area of the room and are open to the sky or face a court or other space open to the sky or an open verandah, carport or the like including roof lights.

A habitable room window facing boundary of an adjoining property must not be less than 900mm from the boundary, as per the NCC 2022 – 10.5.1(3).

Artificial Lighting

Sanitary compartments, bathrooms, shower rooms, airlocks & laundries must be provided with artificial lighting if natural light in accordance with relevant provisions cannot be provided, in accordance with the NCC 2022 – 10.5.2.

Artificial lighting must be provided at a rate of not less than one light fitting per 16m² of floor area or in accordance with AS/NZS1680.

Ventilation

Ventilation must be provided to a habitable room, sanitary compartment, bathroom, shower room, laundry and any other room occupied by an inhabitant in accordance with the NCC 2022 – 10.6.2 to a minimum of 5% of the floor area of each room specified. Ventilation provided via an opening, window, door or other device which can be opened, which must open to a suitably sized court or space open to the sky, an open verandah, carport or the like, in accordance with the NCC 2022 – 10.6.2(a)(ii).

An exhaust fan or other means of mechanical ventilation may be used to ventilate a sanitary compartment, laundry or bathroom, or where mechanical is provided complying with the 10.6.3(b), provided contaminated air exhausts in accordance with the NCC 2022 – 10.8.2.

Sanitary compartments must not open directly onto a kitchen or pantry unless access is via an airlock, hallway or other room or the sanitary compartment is provided with an exhaust fan or other means of mechanical ventilation, in accordance with the NCC 2022 – 10.6.3.

Sound Insulation

Performance Requirement H406 is satisfied for sound insulation, if in accordance with the NCC 2022 – Part 10.7. Where a separating wall is constructed between two or more Class 1 buildings it must be constructed to a standard complying with the NCC 2022 – 10.7.3 to avoid undue sound transmission between the two dwellings.

Condensation Management

Performance Requirement H4F7 is satisfied for condensation management, if in accordance with the NCC 2022 – Part 10.8. Where a pliable building membrane is installed in an external wall of a building, must comply with AS/NZS 4200.1; and be installed to comply with AS4200.2; and be located on the exterior side of the primary insulation layer of wall assemblies that form the external envelope of a building, in accordance with the NCC 2022 – 10.8.1(1). Where a pliable building membrane, sarking-type material or insulation layer is installed on the exterior side of the primary insulation layer of an external wall it must have a vapour permeance of not less than the values specified in NCC 2022 – 10.8.1(2)(a) & (b).

Where a pliable building membrane is not installed within a single skin masonry or concrete wall, the primary water control layer must be separate from water sensitive materials by a drained vanity, in accordance with the NCC 2022 – 10.8.1(3).

Flow rate and discharge of exhaust systems installed within a kitchen, bathroom, sanitary compartment or laundry must have a minimum flow rate in accordance with the NCC 2022 – 10.8.2. Exhaust systems installed within a kitchen, kitchen rangehood, bathroom, sanitary compartment or laundry must be discharged directly or via a shaft or duct to outdoor air in accordance with the NCC 2022 – 10.8.2(2).

Stair Construction

Stairways must be designed in accordance with the NCC 2022 – Part 11.2.2 and the loading forces of the stairways must be in accordance with AS/NZS1170.1. Each staircase must not have more than 18 and not less than 2 risers in each flight and have a slope relationship calculated and in accordance with the NCC 2022 – 11.2.2(1) & Table 11.2.2a.

A consistent going and riser through each flight must be provided in accordance with the NCC 2022 – 11.2.2(2), and must be within the following variations; adjacent risers, or between adjacent going, is no greater than 5mm; and the largest and smallest riser within a flight, or the largest and smallest going within the flight, does not exceed 10mm.

All risers must not have openings that allow for a 125mm sphere to pass through between the treads, in accordance with the NCC 2022 – 11.2.2(1)(d) & Figure 11.2.2f – Riser and Going Dimensions – Measurements.

All stairways serving only non-habitable rooms (such as an attic, storerooms and the like that are not used on regular or daily basis) must have a slope relationship in accordance with the NCC 2022 – 11.2.2(b) & Table 11.2.2b.

Riser & Going Dimensions:

Dimensions are Compliant for Staircases, Excluded Spiral Stairs:

Risers(R) – 190mm maximum and 115mm minimum
Going (G) – 355mm maximum and 240mm minimum
2R + 1G – 700mm maximum and 550mm minimum

Dimensions for Staircases Serving a Non-Habitable Room Used Infrequently:

Risers(R) – 225mm maximum and 130mm minimum
Going (G) – 355mm maximum and 215mm minimum
2R + 1G – 700mm maximum and 540mm minimum

Landings

Landings must be not less than 750mm and shall be provided where required in accordance with NCC 2022 – 11.2.5.

Thresholds

Where the threshold of a doorway is more than 230mm above the adjoining surface it must incorporate steps having riser (R) and going (G) dimensions in accordance with 11.2.2.

Ramps

An external ramps serving an external doorway or a ramp within a building must be designed to take loading forces in accordance with AS/NZS 1170.1; and have a gradient not steeper than 1:8; and be provided with landing complying with Clause 11.2.5 at the top and bottom of the ramp and at intervals not greater than 15m, in accordance with the NCC 2022 – 11.2.3.

Slip-resistance

Slip-resistance treatment to stair treads, ramps and landings must be in accordance with the NCC 2022 – 11.2.4 & Table 11.2.4 – Slip-resistance Classifications.

Barriers & Handrails

A continuous barrier must be provided along the side of trafficable surfaces such as stairway, ramp or the like; a floor, corridor, hallway, balcony, deck, verandah, mezzanine, access bridge or the like; a roof top space or the like to which general access is provided; any dedicated path of access to a building; where there is a potential fall greater than 1m or more measured from the level of the trafficable surface to the surface beneath in accordance with the NCC 2022 – 11.3.3.(1) & Figure 11.3.3a.

The requirements of Clause 11.3.3(1) does not comply to a retaining wall unless the retaining wall forms part of, or is directly associated with a delineated path of access to a building or from the road, or a desalinated path of access between buildings; or a barrier provided to an openable window covered by Clause 11.3.7 & 11.3.8, in accordance with the NCC 2022 – 11.3.3(2).

A barrier required as specified in Clause 11.3.3, must comply with the following in accordance with the NCC 2022 – 11.3.4.

Barriers must have a height no less than 865mm above the nosings of the stair treads, the floor of a ramp or the like (as per Figure 11.3.4a) and a height no less than 1000mm above the floor of any surface specified in Clause 11.3.4(2)(b) in accordance with the NCC 2022 – 11.3.4(2)(b). Barriers with openings (including decorative openings) must be constructed so that they do not permit a 125mm sphere to pass through, in accordance with the NCC 2022 – 11.3.4(4). Barriers to certain non-habitable rooms must have openings in accordance with the NCC 2022 – 11.3.4(7).

A barrier constructed of wire is deemed to meet the requirements of Clause 11.3.4(4), must be constructed in accordance with the NCC 2022 – 11.3.6.

A barrier constructed of glass must comply with the H1D8.

Handrails to a stairway or must be provided to at least one side of the stairway flight or ramp; be located along the full length of the stairway flight or ramp; have a top surface of the handrail not less than 865mm vertically above the nosing of the stair tread or floor surface of the ramp; be continuous and have no obstructions on or above them that will tend to break a handhold, in accordance with the NCC 2022 – 11.3.5.

Openable windows in a bedroom with a fall potential of 2m or more to the surface below, must be provided with protection in accordance with the NCC 2022 – 11.3.7. For openable windows in other rooms than a bedroom, must be protected in accordance with the NCC 2022 – 11.3.8.

Swimming Pools

For pools with a depth of more than 300mm and associated with a Class 1 building, safety barriers must be installed in accordance with AS1926 (Parts 1 & 2), in accordance with the H7P1.

Barriers must restrict access of young children to the pool and immediate surrounds with a fence that has a minimum height of 1200mm with a 900mm non-climbable zone all around the pool perimeter - refer to Figure 2a and 2b of AS1926. Gates installed in the fence must be self-closing and self-latching with a latch release 1500mm high and must open outward from the pool.

Earthquake Areas

Refer to H1P1 for the acceptable structural construction manuals for Class 1 and 10 buildings constructed in areas subject to seismic activity.

Flood Hazard Areas

Refer H1D10 Class 1 buildings constructed in a flood hazard area, buildings satisfy H1D10 if the building is constructed in accordance with the ABCB Standard for Construction of Buildings in Flood Hazard Areas.

Construction in Alpine Areas

Refer Part 12.2 of the NCC 2022 for buildings constructed in alpine areas. Building satisfy Part 12.2, is additional construction requirements are given to external doors, external trafficable structures and clear spaces around buildings.

Attachment of Decks & Balconies to External Walls of Buildings

Waling plate sizing, fixing, flashing and bracing to framed decks and balconies shall be designed and provided in accordance with NCC 2022 - Part 12.3.

Heating Appliances

Performance Requirement H7D5 is satisfied for heating appliances, fireplaces, chimneys and flues, is they are installed in accordance with the Australian Standard AS/NZS 2918 – Domestic Solid-Fuel Burning Appliances, in accordance with the NCC 2022 – Part 12.4.

An open fireplace or solid-fuel burning appliance, in which the fuel-burning appliance is not enclosed, must be in accordance with the NCC 2022 – 12.4.2. The construction of a chimney must comply with H1D5 and be in accordance with the NCC 2022 – 12.4.3.

Installation of insert fireplaces and flues must be in tested and passed complying with AS/NZS 2918, in accordance with the NCC 2022 – 12.4.4. Installation of free-standing heating appliance must have safety clearances and be tested and passed complying with AS/NZS 2918, in accordance with the NCC 2022 – 12.4.5.

Energy Efficiency

A Class 1 building must achieve an energy rating, calculated using a House Energy Rating Software, of not less than 7 stars, in accordance with the NCC 2022 – S42C2.

A building may achieve no less than 6.5 stars, if the building in climate zones 1 or 2, that has an outdoor area described in Clause S42C2(3), and must be fully covered with an impervious roof having a total R-value greater than or equal to 1.5 (for download heat flow; or

A building may achieve no less than 6 stars, if the building in climate zones 1 or 2, that has an outdoor area described in Clause S42C2(3), and must be fully covered with an impervious roof having a total R-value greater than or equal to 1.5 (for download heat flow; and has at least one permanently installed ceiling fan.

The heating and cooling load limits in Clause S42C2(1) are specified in the ABCB Standard for NatHERS Heating and Cooling Load Limits, in accordance with the NCC 2022 – S42C2(2).

A building must achieve a whole-of-home rating of not less than 60 using a house energy rating software as per NCC – 2022 – S42C3.

Building Fabric

In a Class 1 building, an attached Class 10a and Class 10a with conditioned space, insulation is required and must comply with AS/NZS4859.1 and be installed in accordance with the NCC 2022 – 13.2.2.

Insulation must be installed so that it abuts or overlaps adjoining insulation or other supporting members such as columns, studs, noggings, joists, furring channels and the like where the insulation must abut against a member; forms a continuous barrier with ceilings, walls, bulkhead, floors or the like that inherently contributes to the thermal barrier; does not affect the safe or effective operation of a domestic service or fitting, in accordance with the NCC 2022 – 13.2.2(1).

When required, reflective insulation must be installed with the necessary airspace, to achieve the required R-value between a reflective side of the reflective insulation and a building lining or cladding; each sheet or roll membrane being overlapped greater than 150mm or taped together, in accordance with the NCC 2022 – 13.2.2(2).

When required, bulk insulation must be installed so that it maintains its position and thickness, other than where it crosses roof battens, water pipes, electrical cabling or the like, and in a ceiling, where there is no bulk insulation or reflective insulation in the external wall beneath, it overlaps the external wall by greater than or equal to 50mm, in accordance with the NCC 2022 – 13.2.2(3).

Roofs must achieve an R-value specified in Table 13.2.3a to Table 13.2.3r as appropriate to the climate zone, for the direction of heat flow; where the pitched roof has a flat ceiling, have greater than or equal to 50% of the added insulation on the ceiling, in accordance with the NCC 2022 – 13.2.3.

Roof lights serving a habitable room or an interconnecting space such as a corridor, hallway, stairway or the like, must be in accordance with the NCC 2022 – 13.2.4.

Each part of an external wall must have a minimum R-value for each climate zone in accordance with the NCC 2022 – 13.2.5.

Floors must achieve the minimum R-Values as per NCC 2022 – 13.2.6, refer Tables 13.2.6a – 13.2.6j for construction and thermal bridging calculations. A concrete slab-on-ground with in-slab or in-screed heating or cooling system, must have insulation installed around the vertical edge of its perimeter and have an R-value greater than specified in accordance with the NCC 2022 – 13.2.6(4).

Where insulation is required in accordance with Clause 13.2.6(4), 13.2.6(5) (a)&(b), it must be water resistant, be continuous from the adjacent finish ground level, in accordance with the NCC 2022 – 13.2.6(6).

A Class 10a building attached to a Class 1 building, must have an external fabric that achieves the required level of thermal performance for the Class 1 building; or be separate from the Class 1 building with construction having the required level of thermal performance for the Class 1 building, in accordance with the NCC 2022 – 13.2.7.

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REVISIONS			
Rev. #	Date	Drawn	Description
A	21.07.23	RR	PRELIMINARY
B	30.08.23	RR	PRELIM REV.

PROJECT CLIENT: LEIGH VELLA
ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448
PROJECT: PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

PROJECT NUMBER: DMC789 - 06-23	DATE:	06.09.2023	SHEET NAME: GENERAL NOTES	
	ISSUE NUMBER:	PRELIM		
	DRAWN BY:	RR		
	APPROVED BY:	DMC	SCALE:	DRAWING NO: A102

NCC RES. GENERAL NOTES CONT.

External Glazing

External glazing and respective shading devices shall be provided in accordance with Part 13.3.

Building Sealing

The chimney or flue of an open solid-fuel burning appliance must be provided with a damper or flap that can be closed to seal the chimney or flue as per NCC 2022 – 13.4.2.

Roof lights must be sealed or be capable of being sealed when serving a conditioned space or a habitable room in climate zones 4, 5, 6, 7 and 8 as per NCC 2022 – 13.4.3(1). The roof light required the 13.4.3(1) must be constructed as per 13.4.3(2).

An external door, internal door between a Class 1 and an unconditioned Class 10a building, openable window and other such opening must be sealed in compliance with NCC 2022 – 13.4.4(1)&(2) unless excluded by 13.4.4(3).

Exhaust fans must be fitted with a sealing device such as a self-closing damper, filter or the like when serving a conditioned space or a habitable room in climate zones 4, 5, 6, 7 and 8 as per NCC 2022 – 13.4.5.

Ceilings, walls and floors and any openings such as window frame, door frame, roof light frame or the like must be constructed to minimise air leakage in accordance with NCC 2022 – 13.4.6.

Evaporative coolers must be fitted with a self-closing damper or the like when serving a heated space or a habitable room in climate zones 4, 5, 6, 7, or 8 as per NCC 2022 – 13.4.7.

Ceiling Fans

Ceilings fans shall be provided to as per NCC 2022 – 13.5.2 for specific Climate Zones in specific states.

Services

Central heating water piping and heating and cooling ductwork must be provided with thermal insulation as per NCC 2022 – 13.7.2.

Electric resistance space heating system serving more than one room must be provided and installed in accordance with NCC 2022 – 13.7.5.

Artificial lighting must be provided in accordance with NCC 2022 – 13.7.6. Illumination power density of artificial lighting excluding heaters that emit light, must not exceed the allowance of (a) 5W/m² in a Class 1 Building and 4W/m² on a verandah, balcony or the like attached to a Class 1 building; and 3W/m² in a Class 10a building associated with a Class 1 Building.

Water heater in a heated water supply system must be designed and installed in accordance with Part B2 of NCC Volume Three – Plumbing Code of Australia as per NCC 2022 – 13.7.7.

Swimming pool heating and pumping shall be installed and provided in accordance with NCC 2022 – 13.7.8.

Spa pool heating and pumping shall be installed and provided in accordance with NCC 2022 – 13.7.9.

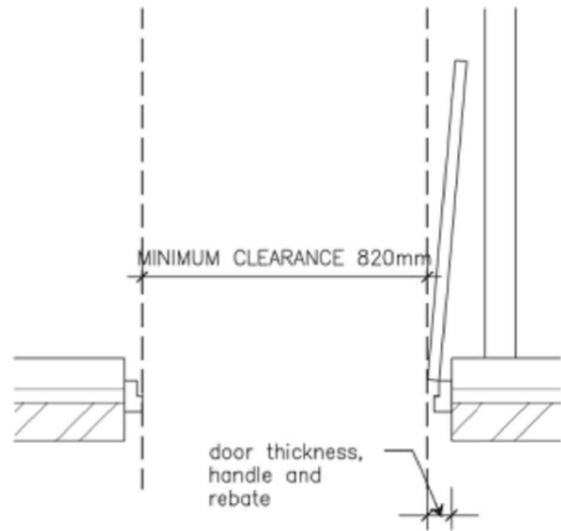


Figure 2(a) Silver level clear door opening

Livable Housing Design

(1) A Class 1a dwelling must comply with the ABCB Standard for Livable Housing Design.

(2) Clause 1.1 of the ABCB Standard for Livable Housing Design need not be complied with if—

- (a) step-free access via an appurtenant garage, carport or parking space in accordance with Clause 1.1(1)(b) or (c) is not provided; and
- (b) one or more of the following conditions exist: (i) The average slope of the ground on which the access path would be constructed exceeds a gradient of 1:14.
- (ii) To provide an external step-free access path would necessitate construction of ramping that exceeds the length and gradient allowed by Clause 1.1(4).
- (iii) There is insufficient space available on the site on which to construct a step-free access path complying with Clause 1.1.
- (iv) Subject to (3), the difference in level, measured vertically from the pedestrian entry at the allotment boundary or parking space to the floor level at the entrance door on the nearest floor containing habitable rooms, would necessitate construction of ramping that exceeds the length and gradient allowed under Clause 1.1(4).

(3) For the purposes of (2)(b)(iv), the difference in level must be measured from the floor level at the entrance door, or if there is an attached deck, balcony or the like that provides a step-free connection to the entrance door, from the lowest point of that deck, balcony or the like above the surface beneath.

(4) Even if Clause 1.1 is not complied with, all other relevant provisions of the ABCB Standard for Livable Housing Design must still be complied with.

Livable Housing Design – Silver Level Performance Standards

1. Dwelling Access –

- a. Provide a safe, continuous step-free pathway from the front boundary of the property to an entry door to the dwelling. (This provision does not apply where the average slope of the ground where the path would feature is steeper than 1:14).
- b. The path of travel referred to in (a) should have a minimum clear width of 1000mm and have:
 - 1. No steps;
 - 2. An even, firm, slip resistant surface;
 - 3. A crossfall of not more than 1:40;
 - 4. A maximum pathway slope of 1:14 – where ramps are required they should have landings provided at no greater than 9m for a 1:14 ramp and no greater than 15m for ramps steeper than 1:20. Landings should be no less than 1200mm in length.
- c. The path of travel referred to in (a) may be provided via an associated car parking space for the dwelling. Where a car parking space is relied upon as the safe and continuous pathway to the dwelling entrance, the space should incorporate:
 - 1. Minimum dimensions of at least 3200mm (width) x 5400mm (length);
 - 2. An even, firm and slip resistant surface; and
 - 3. A level surface (1:40 maximum gradient, 1:33 maximum gradient for bitumen)

- a. A step ramp may be incorporated at an entrance doorway where this is a change in height of 190mm or less. The step ramp should provide:
 - 1. A maximum gradient of 1:10
 - 2. A minimum clear width of 1000mm (please note: width should reflect the pathway width)
 - 3. A maximum length of 1900mm
- b. Where the ramp is path of the pathway, level landings no less than 1200mm in length, exclusive of the swing of the door or gate that opens onto them, must be provided at the head and foot of the ramp.

2. Dwelling Entrance –

- a. The dwelling should provide an entrance door with –
 - 1. A minimum clear opening width of 820mm (see Figure 2(a));
 - 2. A level (step-free) transition of at least 1200 x 1200 should be provided at the level (step-free) entrance door. A level landing area at the entrance door should be provided on the arrival side of the door (i.e. the external side of the door to allow a person to safely stand than open the door.
 - 3. Where the threshold at the entrance exceeds 5mm and is less than 56mm, a ramped threshold may be provided (see Figure 1(b)).
 - 4. A level (step-free) entrance should be connected to the safe and continuous pathway as specified in Element 1.

3. Internal Doors and Corridors –

- a. Doorways to rooms on the entry level used for living, dining, bedroom, bathroom, kitchen, laundry and sanitary compartment purposes should provide:
 - 1. A minimum clear opening width of 820mm (see Figure 2(a)); and
 - 2. A level transition and threshold (maximum vertical tolerance of 5mm between abutting surfaces is allowable provided the lip is rounded or bevelled).
- b. Internal corridors/passageways to the doorways referred to in (a) should provide a minimum clear width of 1000mm.

4. Toilets –

- a. Dwellings should have a toilet on the ground (or entry) level that provides:
 - 1. A minimum clear width of 900mm between the walls of the bathroom if located in a separate room; and
 - 2. A minimum 1200mm clear circulation space forward of the toilet pan exclusive of the swing of the door in accordance with Figure 3(a).
 - 3. The toilet pan should be located in the corner of the room (if the toilet is located in a combined toilet/bathroom) to enable the installation of grabrails at a future date. Reinforcement guidelines for walls in bathrooms and toilets are found in element 6.

5. Showers –

- a. One bathroom should feature a slip resistant, hobless shower recess. Shower screens are permitted provide they can be easily removed at a later date.
- b. The shower recess should be located in the corner of the room to enable the installation of grabrails at a future date. For hobless specification please see Australian Standard AS3740-3.6. Reinforcement guidelines for walls in bathrooms and toilets are found in element 6.

6. Reinforcement of Bathroom and Toilet Walls

- a. Except for walls constructed of solid masonry or concrete, the walls around the shower, bath (if provided) and toilet should be reinforced to provide a fixing surface for safe installation of grabrails.
- b. The walls around the toilet are to be reinforced by installing:
 - i. noggings with a thickness of at least 25mm in accordance with Figure 6(a); or
 - ii. sheeting with a thickness of at least 25mm in accordance with Figure 6(b).
- c. The walls around the bath are to be reinforced by installing:
 - 1. noggings with a thickness of at least 25mm in accordance with Figure 7(a); or
 - 2. sheeting with a thickness of at least 25mm in accordance with Figure 7(b).
- a. The walls around the hobless shower recess are to be reinforced by installing:
 - 1. noggings with a thickness of at least 25mm in accordance with Figure 8(a); or
 - 2. sheeting with a thickness of at least 25mm in accordance with Figure 8(b).

7. Internal Stairways –

- a. Stairways in dwellings must feature:
 - 1. A continuous handrail on one side of the stairway where there is a rise of more than 1m.

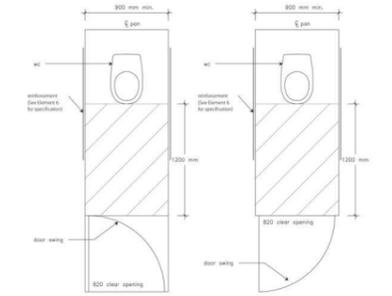
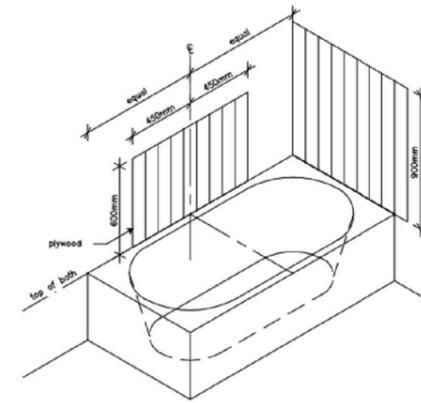
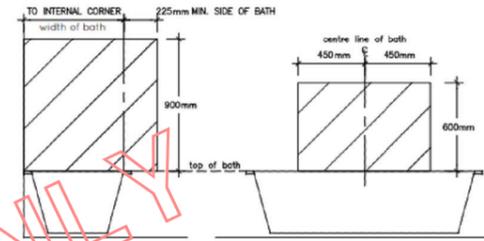


Figure 3(a) Silver level ground (or entry) level toilet layout and space requirements in a separate room.



Platinum Level

Silver level requirements apply.

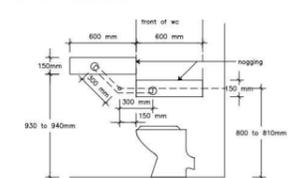


Figure 6(a) Toilet - Location of reinforcement

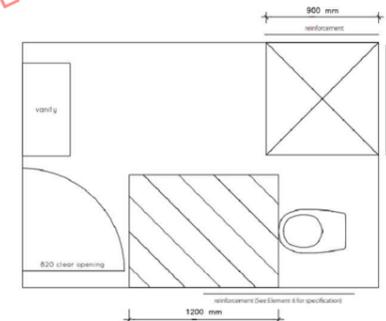


Figure 3(b) Silver level ground (or entry) level toilet layout and space requirements in a combined bathroom.

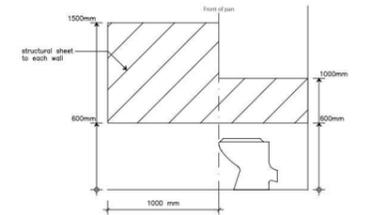


Figure 6(b) Toilet - Location of sheeting

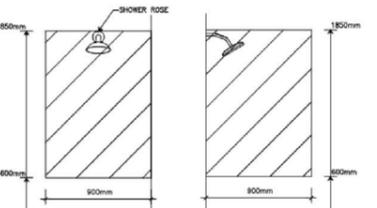


Figure 8(b) Shower recess - Location of sheeting

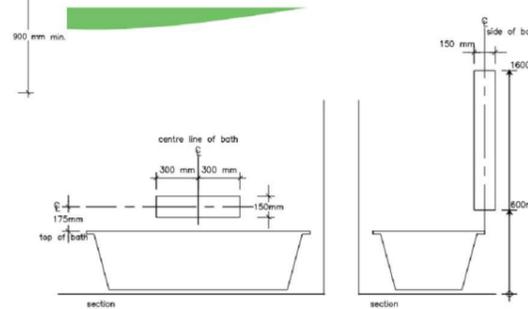


Figure 7(a) Bath - Location of reinforcement

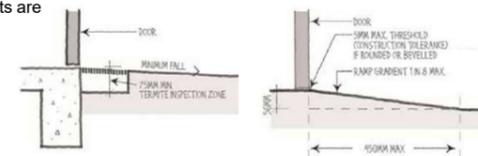


Figure 1(a) Threshold treatment: incorporates gridded drain along threshold to achieve minimum terms inspection zone and weather protection.

Figure 1(b) Weather protection: 1 in 8 max. ramp at threshold

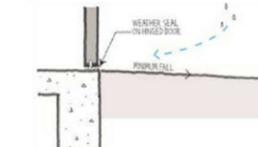


Figure 1(c) Weather protection: weather seal on hinged door.

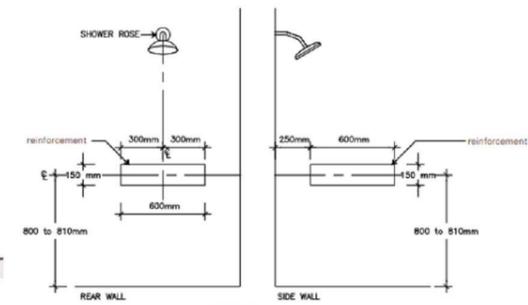


Figure 8(a) Shower recess - Location of reinforcement



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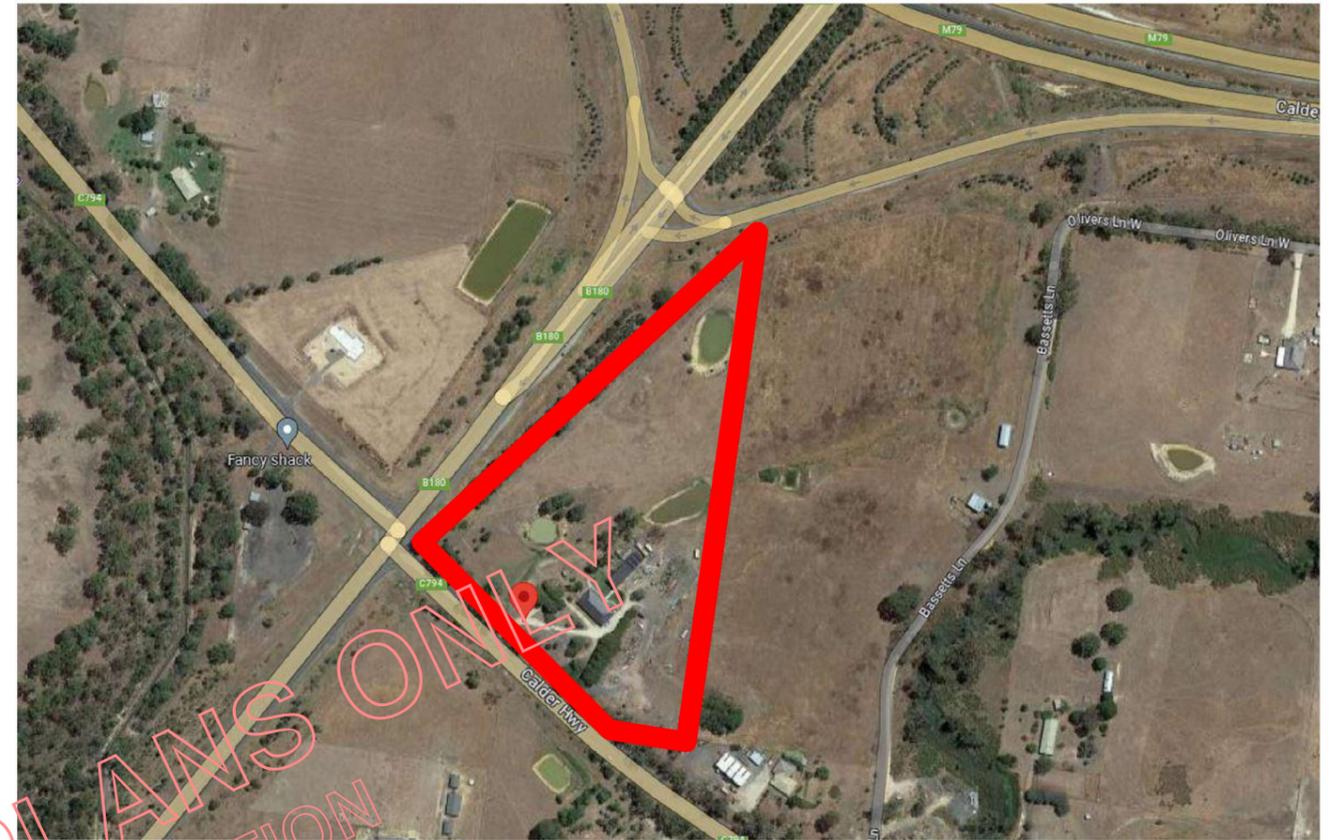
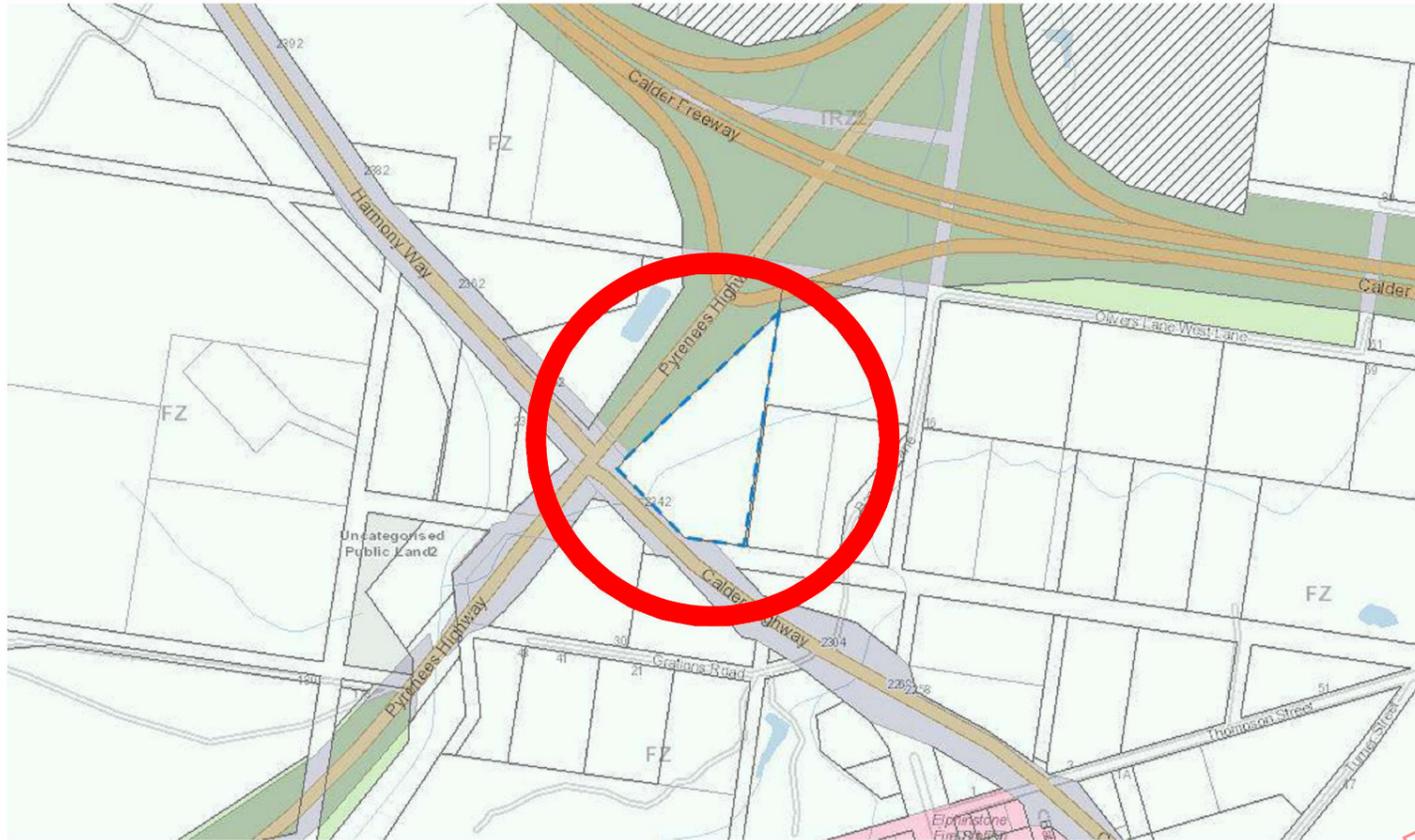
ABN: 33 662 688 119

Unit 7/4 Schoder Street, Strathdale

REVISIONS			
Rev. #	Date	Drawn	Description
B	30.08.23	RR	PRELIM REV.

PROJECT CLIENT: LEIGH VELLA
ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448
PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

PROJECT NUMBER: DMC789 - 06-23	DATE: 06.09.2023	SHEET NAME: GENERAL NOTES
	ISSUE NUMBER: PRELIM	
	DRAWN BY: RR	
	APPROVED BY: DMC	
	SCALE:	DRAWING NO: A103



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PROPOSED SITE

2342 CALDER HIGHWAY, ELPHINSTONE

[1] ENLARGED LOCATION PLAN

SCALE: N.T.S

[2] LOCATION PLAN

SCALE: N.T.S



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ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448
PROJECT: PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

PROJECT NUMBER: DMC789 - 06-23
DATE: 06.09.2023
ISSUE NUMBER: PRELIM
DRAWN BY: RR
APPROVED BY: DMC

SHEET NAME: LOCALITY PLAN
SCALE: DRAWING NO: A104

SITE PLAN NOTES

All site dimensions are in millimetres unless specified otherwise. Check and verify all dimensions, levels & conditions on site before costing, ordering or prefabricating any components from this drawing.

Refer to plan of subdivision for verification of all bearings, distances and easements.

Installation of all services including all stormwater, wastewater and sewer details shall comply with the respective supply authority requirements.

Ensure the F.S.L around the perimeter of the dwelling slopes away from the dwelling a minimum 50mm over a distance of 1m.

STORMWATER NOTES:

- Stormwater to discharge to legal point of discharge as per local council requirements.
- The builder and subcontractor shall ensure that all stormwater drains, sewer pipes and the like are located at a sufficient distance from any buildings footings and/or slab edge beams so as to prevent general moisture penetration, dampness, weakening and undermining of any building and its footing system
- All pipes shall be of 90mm UPVC material when roof area is <250m² and 100mm UPVC when roof area is >250m² @ no less than 1:100 fall.
- Pipes should be laid with even fall & to the legal point of discharge as directed by the relevant authority.
- Provide all bends, junctions etc as necessary inspection opening shall be provided at major direction changes and 9.0m (max) ctrs.
- Pipes shall be laid no closer than 600mm from building line.
- Provide agricultural drains to all site cuts or batters exceeding 600mm in height, ag drains to be connected to approved stormwater system via silt pit.

Stormwater drains shall be not less than:
NOT SUBJECT TO VEHICULAR MOVEMENT:

- 100mm under soil where there is no paving
- 50mm* under paved or un-reinforced concrete areas

SUBJECT TO VEHICULAR MOVEMENT:

- 450mm under soil where there is no paving
- 75mm* under paved or un-reinforced concrete areas (light vehicle loading only - for heavy vehicle loading refer to AS3500.3 - Table 7.1

* From underside of pavement

SERVICES NOTES:

- Different parallel services that are in close proximity may be laid in a common benched trench or easement subject to approval of relevant authorities.
- Back fill of all service trenches in garden and grass areas shall be approved fill of maximum particle size 75mm from the service bedding material to the underside of the topsoil.

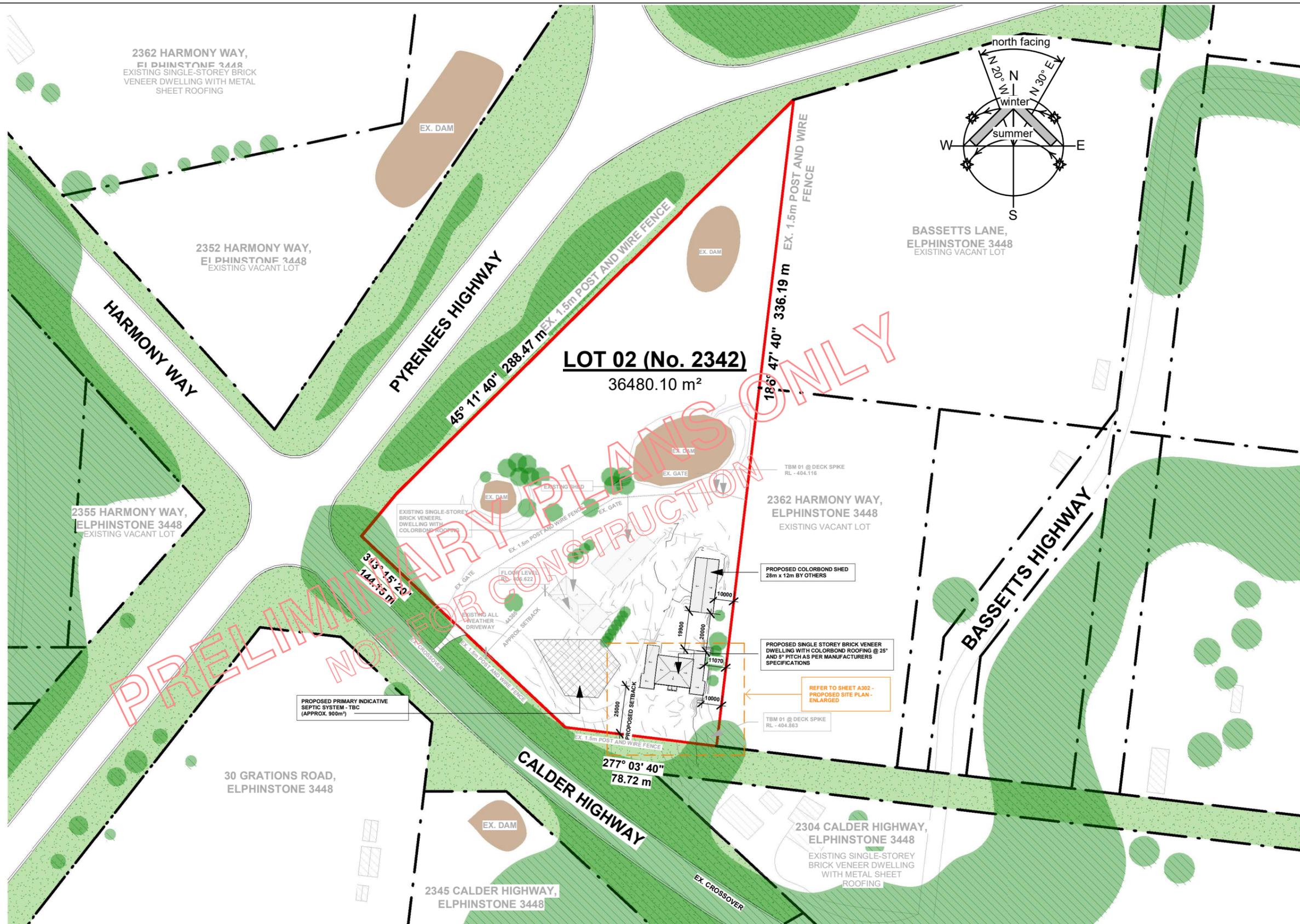
EXCAVATION NOTES:

- The external finished surface surrounding the slab must be drained to move surface water away from the building and graded to give a slope of not less than 50mm over the first 1m.
- Excavations must be 600mm clear from boundary. If this can not be achieved a protection works notice may be required if relevant building surveyor determines it is required.
- Verify power, telstra and water main positions prior to any excavations.



Paul Gray Builders

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1 PROPOSED SITE PLAN
1 : 2000

BAL-12.5 ALL EXISTING DIMENSIONS TO BE CONFIRMED ON SITE

PRELIMINARY PLANS
NOT FOR CONSTRUCTION OR TOWN PLANNING SUBMISSIONS

PLAN OF SUBDIVISION - PS613896G

CHECK & VERIFY ALL DIMENSIONS, LEVELS & CONDITIONS ON SITE BEFORE COSTING, ORDERING OR PREFABRICATING ANY COMPONENTS FROM THIS DRAWING.

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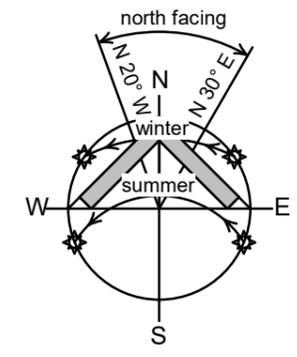
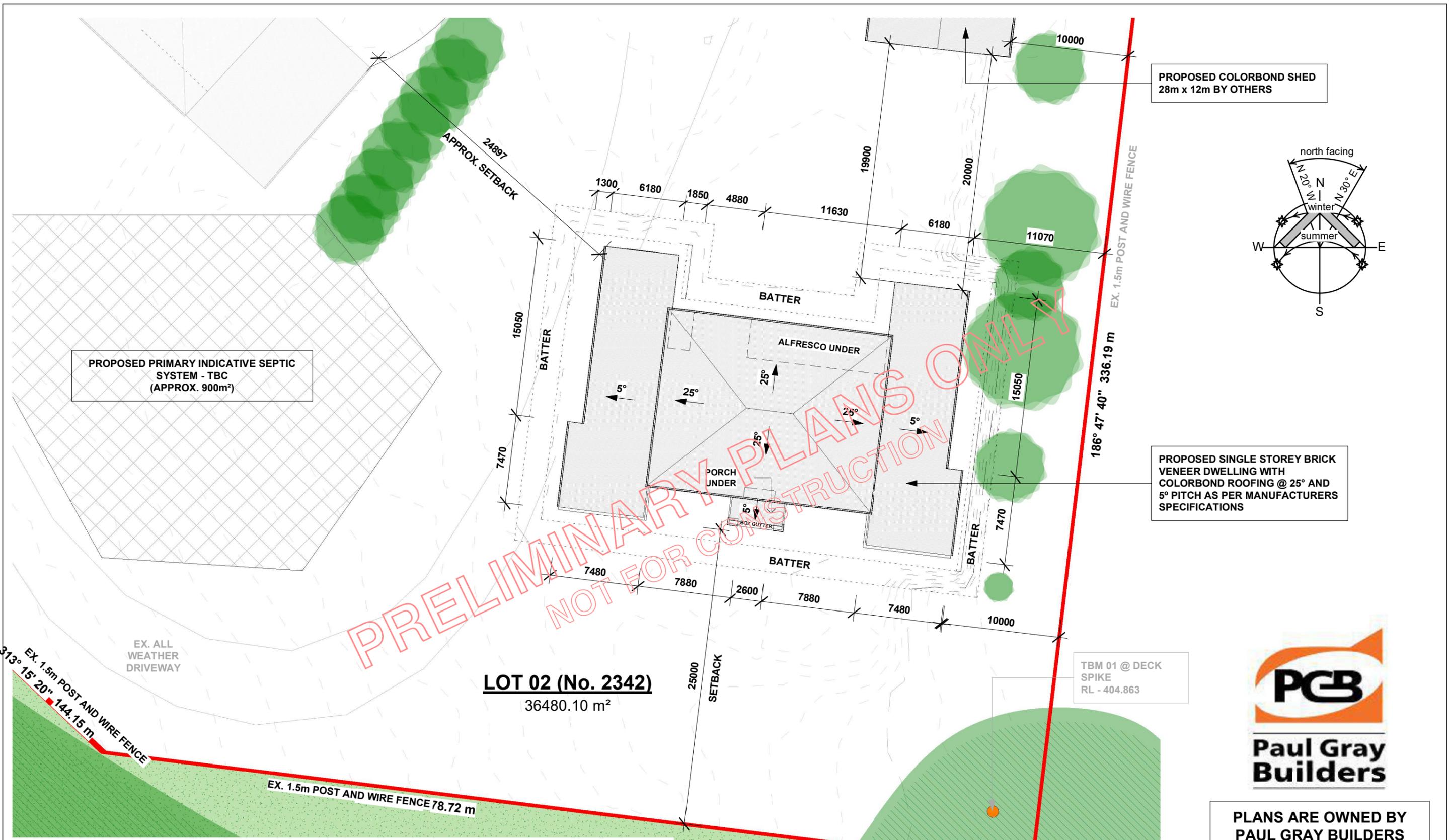
PROJECT CLIENT: LEIGH VELLA
ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448
PROJECT: PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

PROJECT NUMBER: DMC789 - 06-23
DATE: 06.09.2023
ISSUE NUMBER: PRELIM
DRAWN BY: RR
APPROVED BY: DMC

SHEET NAME: PROPOSED SITE PLAN
SCALE: As indicated
DRAWING NO: A301



Ph: 03 5443 5328
ABN: 33 662 688 119



PRELIMINARY PLANS ONLY
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LOT 02 (No. 2342)
36480.10 m²

PROPOSED COLORBOND SHED
28m x 12m BY OTHERS

PROPOSED PRIMARY INDICATIVE SEPTIC
SYSTEM - TBC
(APPROX. 900m²)

PROPOSED SINGLE STOREY BRICK
VENEER DWELLING WITH
COLORBOND ROOFING @ 25° AND
5° PITCH AS PER MANUFACTURERS
SPECIFICATIONS



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PLAN OF SUBDIVISION - PS613896G

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1 PROPOSED SITE PLAN - ENLARGED
1 : 300

BAL-12.5 ALL EXISTING DIMENSIONS
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C	06.09.23	RR	PRELIM REV.

PROJECT CLIENT: LEIGH VELLA
ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448
PROJECT: PROPOSED SECOND DWELLING (TWO
DWELLINGS ON A LOT) + CONSTRUCTION OF A
SHED

PROJECT NUMBER: DMC789 - 06-23	DATE:	06.09.2023	SHEET NAME: PROPOSED SITE PLAN - ENLARGED
	ISSUE NUMBER:	PRELIM	
	DRAWN BY:	RR	
	APPROVED BY:	DMC	SCALE: 1 : 300
			DRAWING NO: A302

LEGEND:

- 820 - Door width (Nom.)
- 1012 - Window size H x W (Nom.)
- C.H - Ceiling Height
- C.O.S - Confirm on site
- CSD - Cavity Sliding Door
- DP - Downpipe
- DS - Double Stud
- DW - Dishwasher
- EF - Exhaust Fan
- EX. - Existing
- F - Fixed
- F.F.L - Finished Floor Level
- FW - Floor Waste
- (H) - Lift off hinges to WC
- HR - Handrail
- HWS - Hot Water Service
- LBW - Load-bearing Wall
- MV - Microwave
- N.G.L - Natural Ground Line
- O - Openable
- OHCb - Overhead Cupboards
- PDP - Proposed Downpipe
- REF - Refrigerator
- R/H - Rangehood
- R.L - Arbitrary raised level
- RWH - Rainwater Head
- SD - Smoke Detector
- SGD - Sliding Glass Door
- SHWR - Shower
- SSS - Stainless Steel Sink
- T - Trough
- TR - Towel Rail
- V - Vent
- VB - Vanity Basin
- WC - Water Closet
- WIR - Walk in Robe
- WM - Washing Machine
- WN - Wall Niche
- WO - Wall Oven
- WP - Water Point
- WT - Water Tap

NATURAL LIGHT & VENTILATION

NL - NATURAL LIGHT = Min. 10%
 V - VENTILATION = Min. 5%

Minimum natural light and ventilation requirements for habitable room areas as per Clauses 10.6.2 & 10.5.1 of the NCC Vol 2 2022.

This excludes: Bathroom, laundry, water-closet, pantry, walk-in wardrobe, corridor, hallway, lobby, photographic darkroom and clothes-drying room.

*If no natural ventilation is provided to bathrooms, ensuite and WC's then mechanical ventilation must be provided.

CHECK & VERIFY ALL DIMENSIONS, LEVELS & CONDITIONS ON SITE BEFORE COSTING, ORDERING OR PREFABRICATING ANY COMPONENTS FROM THIS DRAWING.

BAL-12.5



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 ABN: 33 662 688 119

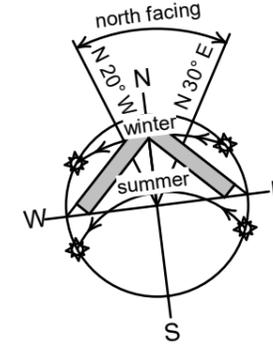
PROPOSED FLOOR PLAN

1 : 100

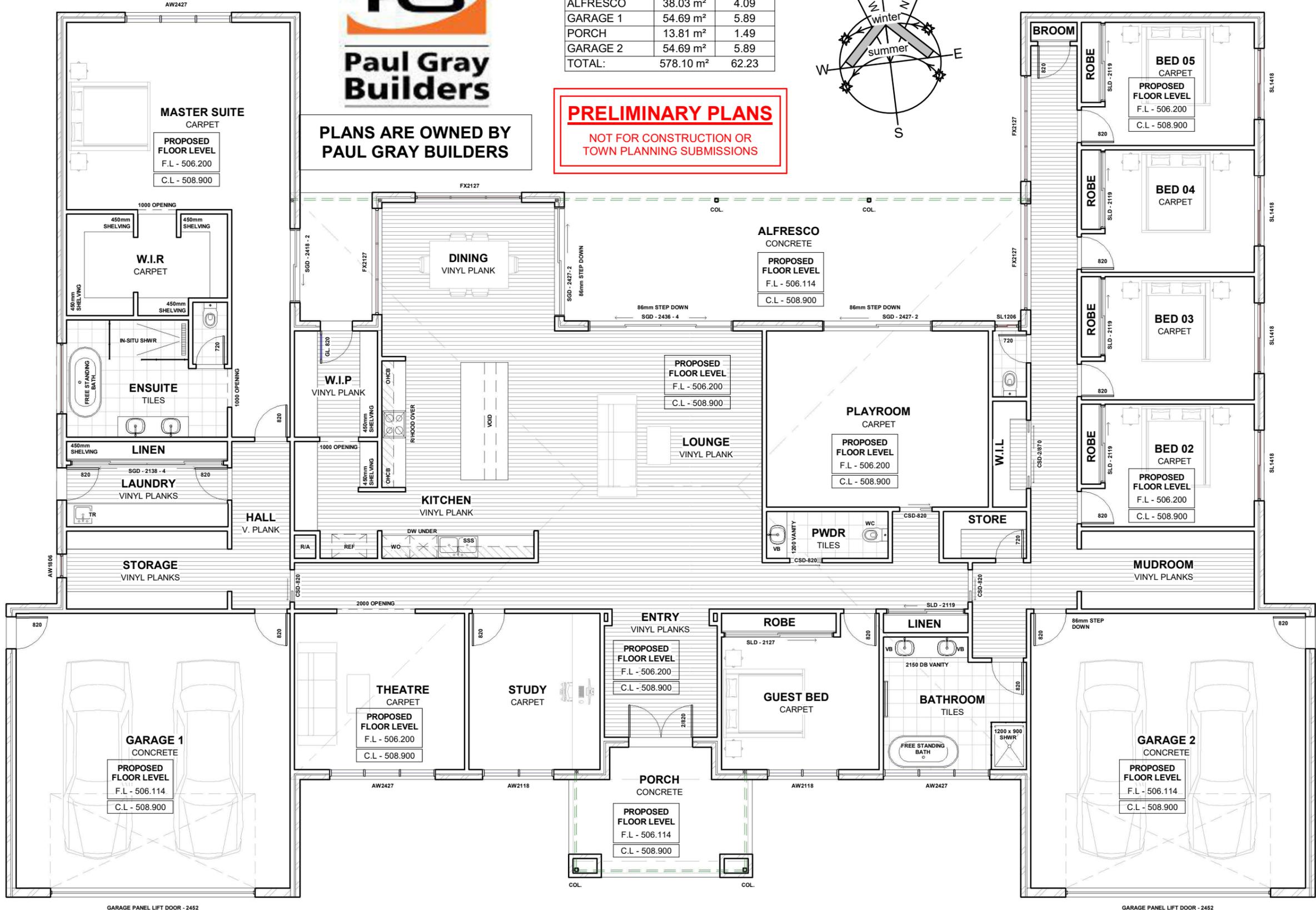


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PROPOSED AREA SCHEDULE		
NAME	AREA	SQUARES
LIVING	416.88 m ²	44.87
ALFRESCO	38.03 m ²	4.09
GARAGE 1	54.69 m ²	5.89
PORCH	13.81 m ²	1.49
GARAGE 2	54.69 m ²	5.89
TOTAL:	578.10 m²	62.23



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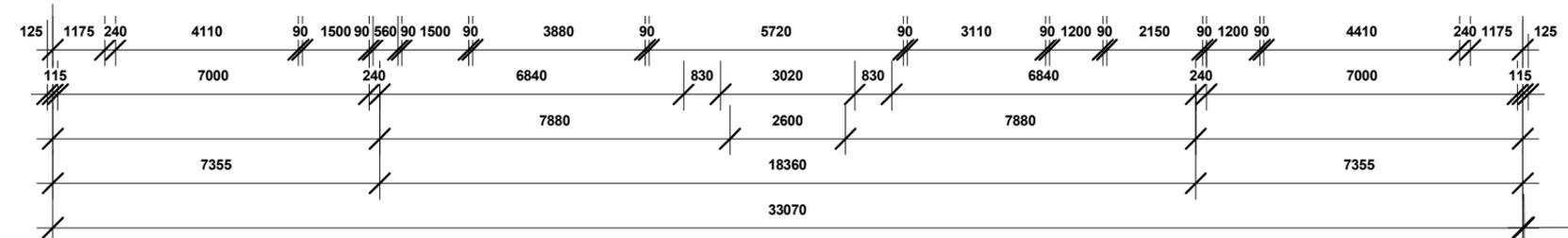
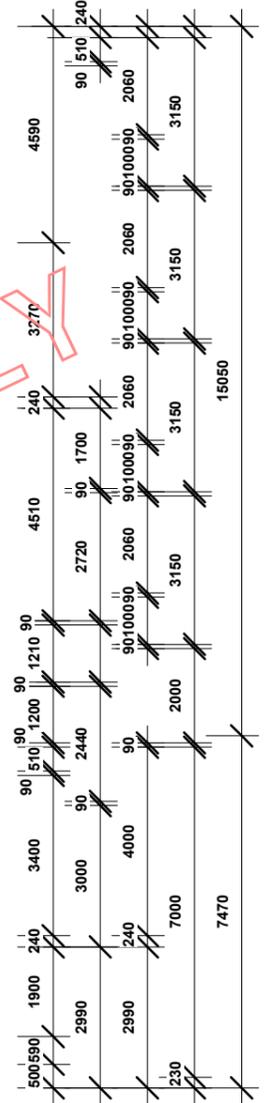
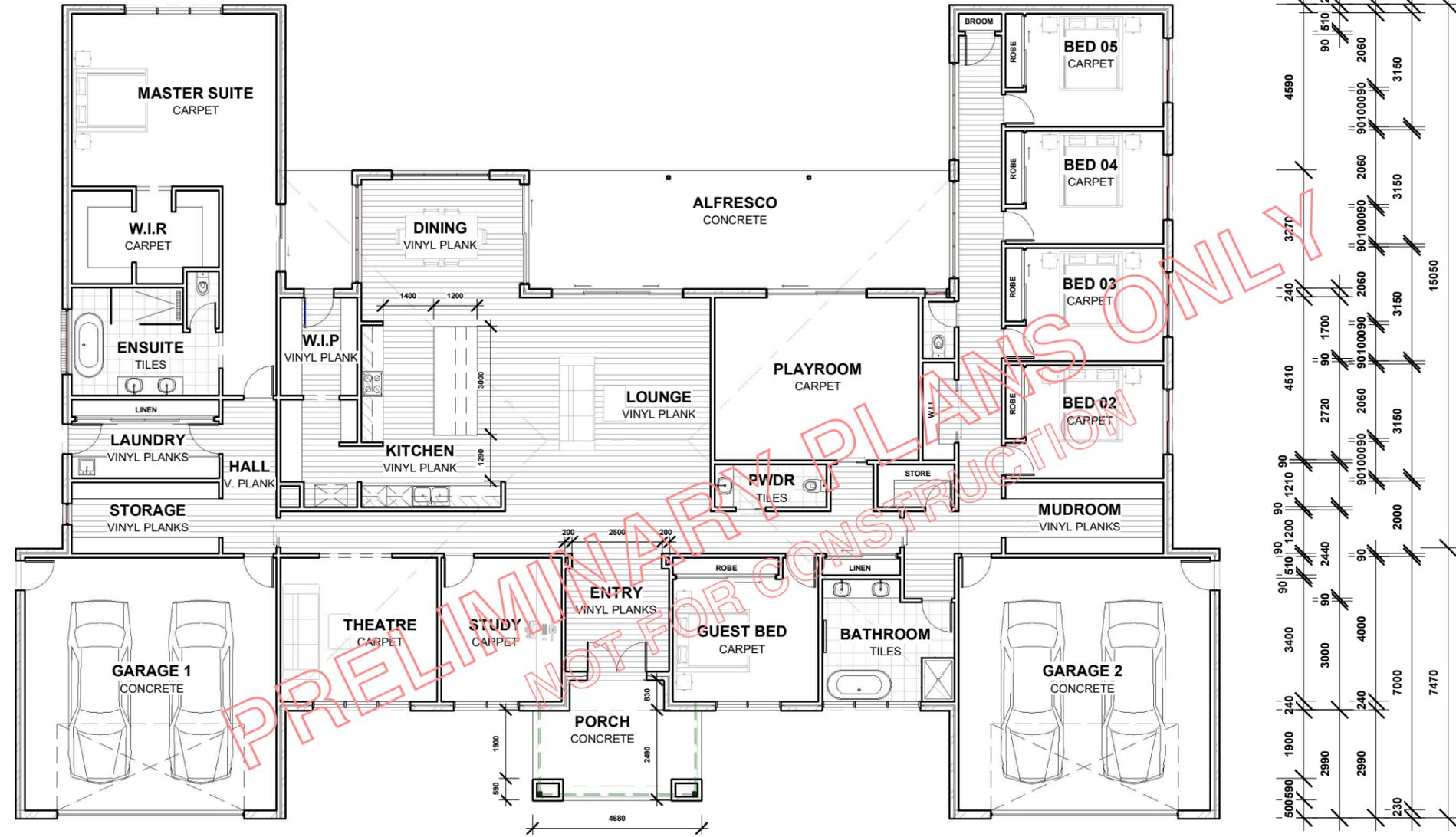
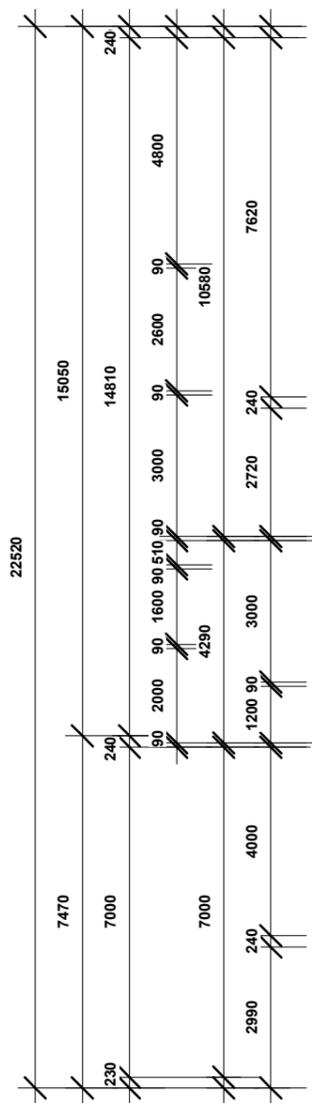
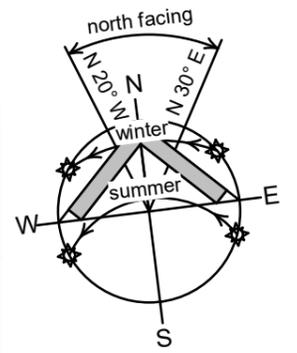
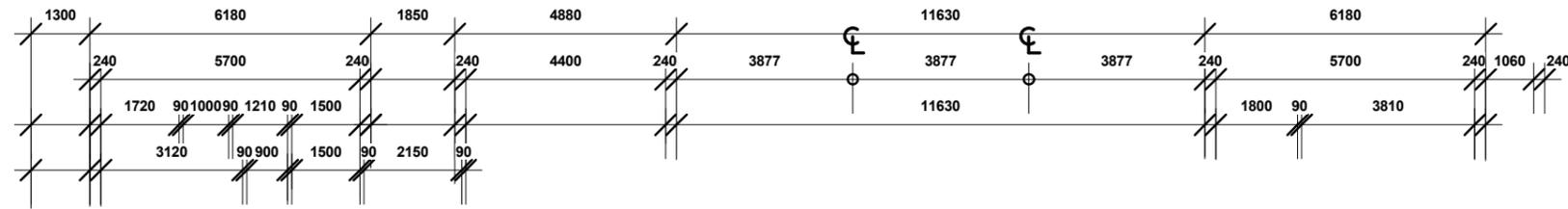
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PROJECT CLIENT: LEIGH VELLA
 ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448
 PROJECT: PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

PROJECT NUMBER: DMC789 - 06-23
 DATE: 06.09.2023
 ISSUE NUMBER: PRELIM
 DRAWN BY: RR
 APPROVED BY: DMC

SHEET NAME: PROPOSED FLOOR PLAN
 SCALE: 1 : 100
 DRAWING NO: A303



186° 47' 40" 336.19 m



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1 PROPOSED FLOOR PLAN - DIMENSIONED
1 : 150



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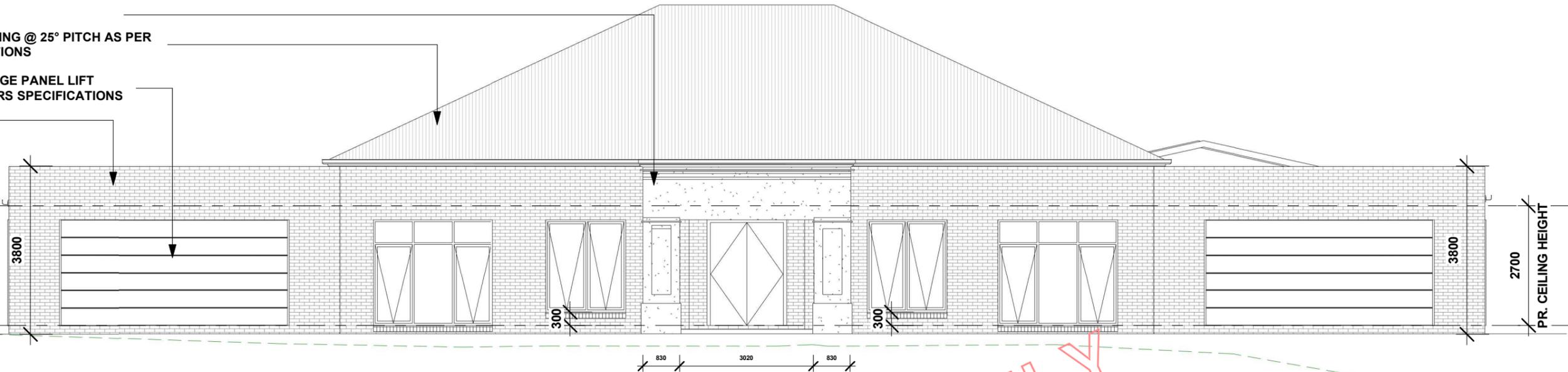
PROJECT CLIENT: LEIGH VELLA
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PROJECT NUMBER: DMC789 - 06-23	DATE:	06.09.2023	SHEET NAME: PROPOSED FLOOR PLAN - DIMENSIONED
	ISSUE NUMBER:	PRELIM	
	DRAWN BY:	RR	
	APPROVED BY:	DMC	SCALE: 1 : 150
			DRAWING NO: A304

RENDERED BRICK
 SELECTED COLORBOND ROOFING @ 25° PITCH AS PER
 MANUFACTURERS SPECIFICATIONS
 SELECTED COLORBOND GARAGE PANEL LIFT
 DOOR AS PER MANUFACTURERS SPECIFICATIONS
 SELECTED BRICK FACE

PR. CEILING HEIGHT
 508900

PR. FLOOR PLAN
 506200



1 PROPOSED SOUTH ELEVATION
 1 : 100

SELECTED COLORBOND ROOFING @ 5° PITCH AS PER
 MANUFACTURERS SPECIFICATIONS

PRELIMINARY PLANS ONLY
 NOT FOR CONSTRUCTION

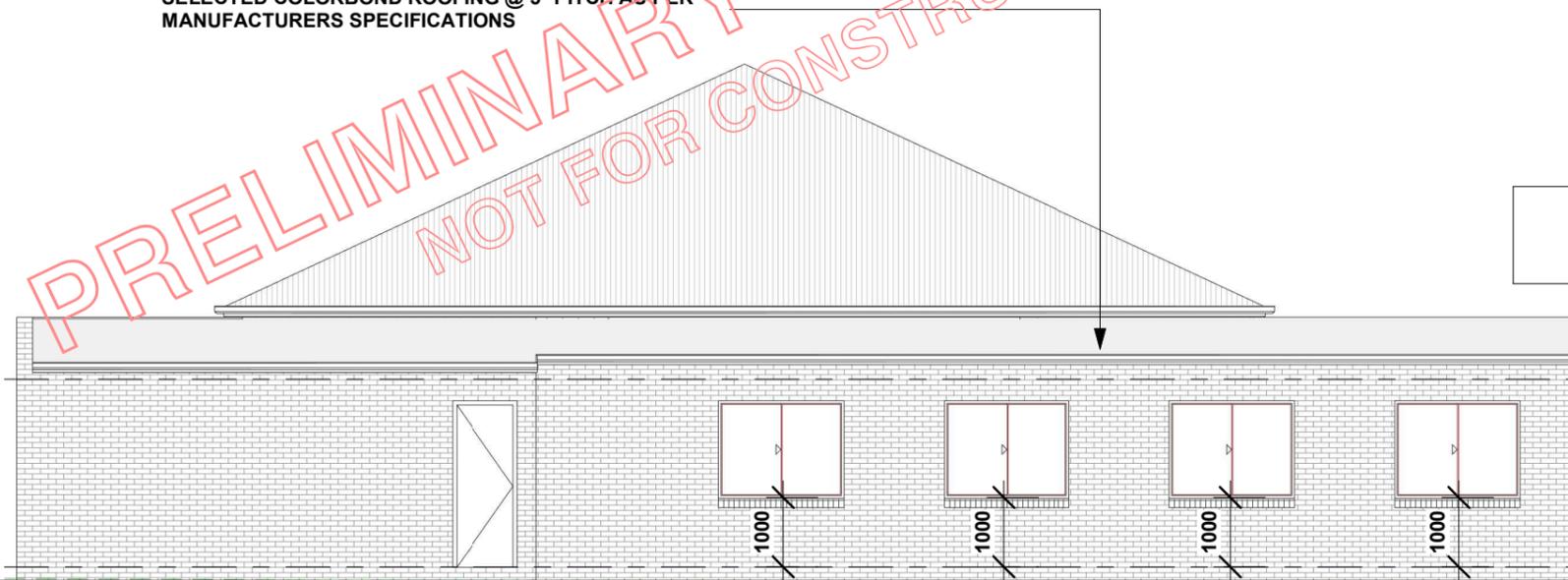


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PR. CEILING HEIGHT
 508900

PR. FLOOR PLAN
 506200

NGL



2 PROPOSED EAST ELEVATION
 1 : 100



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PROPOSED SECOND DWELLING (TWO
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PROJECT NUMBER: DMC789 - 06-23	DATE:	06.09.2023	SHEET NAME: PROPOSED ELEVATIONS
	ISSUE NUMBER:	PRELIM	
	DRAWN BY:	RR	
	APPROVED BY:	DMC	
SCALE:		1 : 100	DRAWING NO: A305

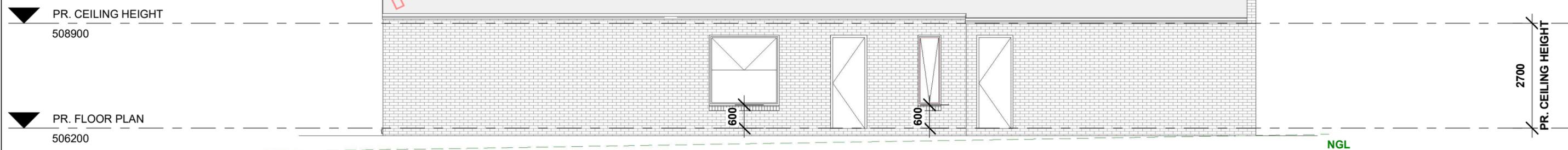


1 PROPOSED NORTH ELEVATION
1 : 100

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2 PROPOSED WEST ELEVATION
1 : 100

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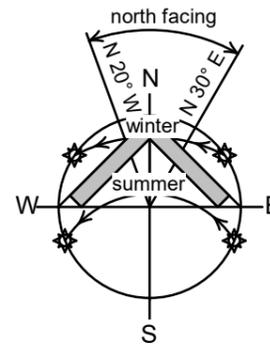
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ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448
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PROJECT NUMBER: DMC789 - 06-23	DATE:	06.09.2023
	ISSUE NUMBER:	PRELIM
	DRAWN BY:	RR
APPROVED BY:		DMC

SHEET NAME: PROPOSED ELEVATIONS	
SCALE: 1 : 100	DRAWING NO: A306

1 BAL ASSESSMENT
1 : 1000



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PROJECT: PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

PROJECT NUMBER: DMC789 - 06-23	DATE:	06.09.2023	SHEET NAME: BAL ASSESSMENT
	ISSUE NUMBER:	PRELIM	
	DRAWN BY:	RR	
APPROVED BY:	DMC	SCALE: 1 : 1000	DRAWING NO: A501



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Bushfire Attack Level Assessment Report

As per AS 3959-2018)

Property Details

Applicants Name: **DMC DRAFTING & DESIGN**
 Contact Phone Number (H): **(03) 5443 5328** (M): -
 Municipality: **GREATER CITY OF BENDIGO** Lot: **LOT 02, PS613896G**
 Address: **2342 CALDER HIGHWAY, ELPHINSTONE 3448, VIC**

Type of building work

- New Class 1a building
- New Class 1b building
- New Class 10a building
- New Class 2 building
- New Class 3 building
- Alteration/Additions to an existing building

Description of building work: e.g. single dwelling with attached garage

PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT)

Note:

Class 1a

- a single dwelling being— a detached house; or
- one of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.

Class 1b

- a boarding house, guest house, hostel or the like— with a total area of all floors not exceeding 300 m2 measured over the enclosing walls of the Class 1b; and in which not more than 12 persons would ordinarily be resident; or
- 4 or more single dwellings located on one allotment and used for short-term holiday accommodation, which are not located above or below another dwelling or another Class of building other than a private garage.

Class 10a

- a non-habitable building being a private garage, carport, shed, or the like.

Class 2

- a building containing 2 or more sole-occupancy units, each being a separate dwelling.

Class 3

- a residential building, other than a building of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including— a boarding-house, guest house, hostel, lodging-house or backpackers accommodation; or
- a residential part of a hotel or motel; or
- a residential part of a school; or
- accommodation for the aged, children or people with disabilities; or
- a residential part of a health-care building which accommodates members of staff; or
- a residential part of a detention centre.

Bush Fire Attack Level (BAL)

Step 1: Relevant fire danger index

(Refer to clause 2.2.2)

- FDI 50 Victorian alpine area
 FDI 100 Victoria general – excluding alpine area

Step 2: Assess the vegetation types within 100m in all directions

Tick relevant group & type of vegetation

(Refer to table 2.3)

Vegetation classification	North	South	East	West
Group A Forest	<input type="checkbox"/> Tall open forest			
	<input type="checkbox"/> Tall woodland			
	<input type="checkbox"/> Open forest			
	<input type="checkbox"/> Low open forest			
	<input type="checkbox"/> Pine plantation			
Group B Woodland	<input checked="" type="checkbox"/> Woodland			
	<input type="checkbox"/> Low woodland			
Group C Shrub-land	<input type="checkbox"/> Closed (low) heath			
	<input type="checkbox"/> Open heath			
	<input type="checkbox"/> Low shrub-land			
Group D Scrub	<input type="checkbox"/> Closed scrub (Tall Heaths)			
	<input type="checkbox"/> Open scrub			
Group E Mallee/Mulga	<input type="checkbox"/> Tall shrubland			
Group F Rainforest	<input type="checkbox"/> Tall closed forest			
	<input type="checkbox"/> Closed forest			
	<input type="checkbox"/> Low closed forest			
Group G Grassland	<input type="checkbox"/> Open woodland			
	<input type="checkbox"/> Low open woodland			
	<input type="checkbox"/> Open shrubland			
	<input type="checkbox"/> Low open shrubland			
	<input type="checkbox"/> Hummock grassland			
	<input type="checkbox"/> Closed tussock grassland			
	<input type="checkbox"/> Tussock grassland			



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Unit 7/4 Schoder Street, Strathdale

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PROJECT CLIENT: LEIGH VELLA

ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448

PROJECT: PROPOSED SECOND DWELLING (TWO DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

PROJECT NUMBER:

DMC789 - 06-23

DATE: 06.09.2023

ISSUE NUMBER: PRELIM

DRAWN BY: RR

APPROVED BY: DMC

SHEET NAME:

BAL REPORT

SCALE:

DRAWING NO: A502

BUSHFIRE (BAL) NOTES: Refer to the NCC 2019 - PART 3.10.5 & AS3959 -2018 for Further Information

CONSTRUCTION REQUIREMENTS FOR **BAL - 12.5**

SUBFLOOR SYSTEMS

- BAL 12.5 does not require any special construction requirements for subfloor support posts, columns, stumps, piers & poles

FLOOR SYSTEMS

The flooring system must be one of the following:-

- Concrete Slab on Ground
There are no special construction requirements
- Elevated Floor
There are no special construction requirements for elevated floors, including bearers, joists and flooring when the subfloor space is enclosed as above (Subfloor Systems).

EXTERNAL WALLS

- The exposed components of an external wall that is less than 400mm from the ground or decks etc. shall be of non-combustible material eg. masonry, precast walls etc, timber logs or cladding that is fixed externally to a timber frame eg. min. 6mm cement sheet, bushfire resistant timber etc. or a combination of any of the items.

JOINTS

- All joints in the external surface material of walls shall be covered, sealed, overlapped, backed or butt - jointed to prevent gaps greater than 3mm.

VENTS AND WEEPHOLES

- Vents and weepholes in external walls and sub-floor spaces must be fitted with ember guards made from corrosion-resistant steel, bronze, aluminium mesh or perforated sheet with a maximum aperture size of 2mm.

WINDOWS

- Sections of the window within 400mm of the ground, deck etc. must be 4mm toughened glass or glass blocks. Openable parts of windows must be metal screened with the frame being metal, metal reinforced PVC-U or bushfire resistant timber.

EXTERNAL DOORS

- Doors must be protected by a bushfire shutter or screened with bronze, aluminium mesh or perforated sheet with a maximum aperture size of 2mm. unless glazed with 5mm toughened glass or is made from non-combustible or 35mm solid timber. The door frames must be of metal or naturally fire resistat timber.

ROOFS

- Roof tiles, roof sheeting and roof covering accessories shall be non-combustible. All wall junctions require to be sealed to prevent openings greater than 3mm, either by the use of fascia, eave linings etc. Roof openings such as gables and roof vents must be fitted with ember guards. All roof types require to be fully sarked.

EAVES LININGS, FASCIAS & GABLES

- There are no special construction requirements for fascias, bargeboards and eave linings. Gables shall be constructed as per external walls. Eave penetrations shall be protected the same as for roof penetrations. Eave ventilation openings greater than 3mm must be fitted with ember guards as per vents & weepholes. Joins may be sealed with plastic joining strips or timber moulds.

VERANDAH & DECK etc.

- There are no special requirements to enclose the subfloor spaces of verandahs, decks, steps, ramps or landings. Decking may be spaced which is generally 3mm but due to seasonal changes in moisture this can vary to 0-5mm.
- If there is glazing within 300mm (measured horizontally at deck level) and 400mm (measured vertically) from the surface of the deck then the deck, stair treads and the trafficable surface of ramps and landings shall be made from -
 - (a) non-combustible material; or
 - (b) bushfire-resisting timber; or
 - (c) a timber species as specified in AS3959-2018
 - (d) PVC-U
 or a combination of any of the above.
- Veranda posts that are non combustible and less than 400mm from the surface of the deck or ground shall be mounted 75mm above ground level on galvanised mounted shoes or stirrups

OTHER ROOF PENETRATIONS

- Roof penetrations, including roof lights, roof ventilators, roof-mounted evaporative cooling units, aerials, vent pipes and supports for solar collectors, shall be adequately sealed at the roof to prevent gaps greater than 3mm. The material used to seal the penetration shall be non-combustible.

GUTTERS AND DOWNPIPES

- No special construction requirements apply to the materials for gutters and downpipes with the exception of box gutters. Box gutters shall be non-combustible and flashed at the junction with the roof with non-combustible material.

WATER AND GAS SUPPLY PIPES

- Above-ground, exposed water and gas supply pipes shall be metal.



PLANS ARE OWNED BY PAUL GRAY BUILDERS

DRAFTING PLANS ONLY
 NOT FOR CONSTRUCTION

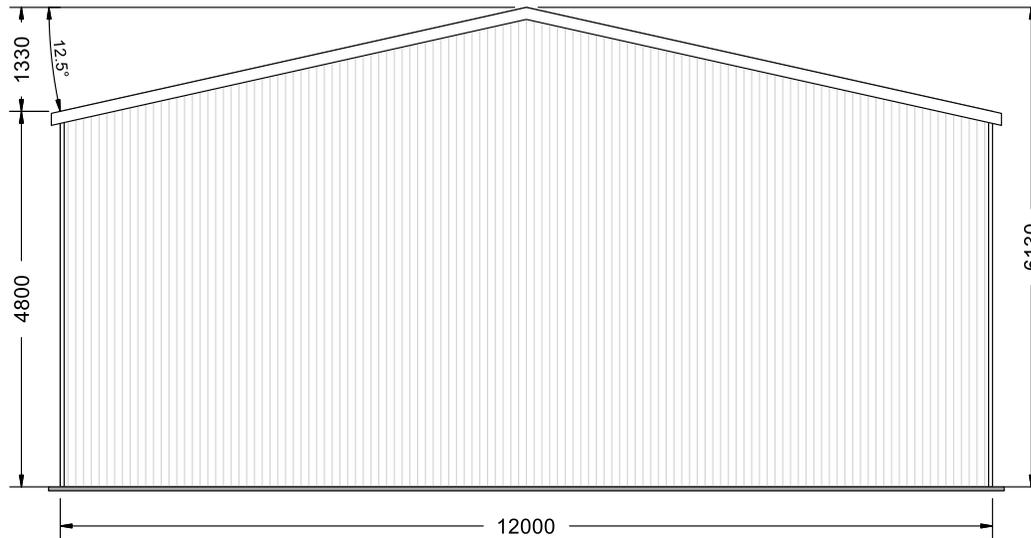
DMC
Drafting & Design
Unit 7/4 Schoder Street, Strathdale
Ph: 03 5443 5328
ABN: 33 662 688 119

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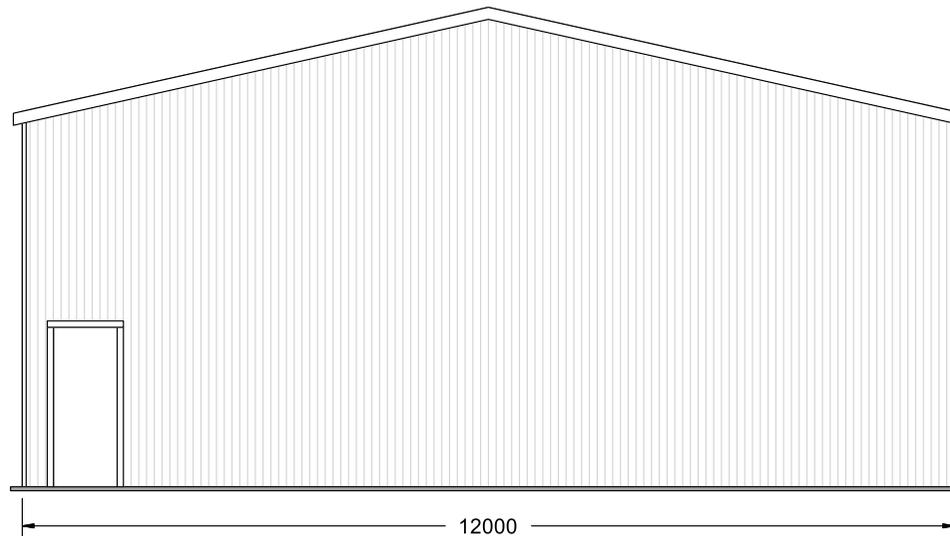
REVISIONS			
Rev. #	Date	Drawn	Description
B	30.08.23	RR	PRELIM REV.

PROJECT CLIENT: LEIGH VELLA
 ADDRESS: 2342 CALDER HIGHWAY, ELPHINSTONE, 3448
 PROJECT: DWELLINGS ON A LOT) + CONSTRUCTION OF A SHED

PROJECT NUMBER: DMC789 - 06-23	DATE: 06.09.2023	SHEET NAME: BAL NOTES
	ISSUE NUMBER: PRELIM	
	DRAWN BY: RR	
APPROVED BY: DMC	SCALE:	DRAWING NO: A504



FRONT ELEVATION



REAR ELEVATION

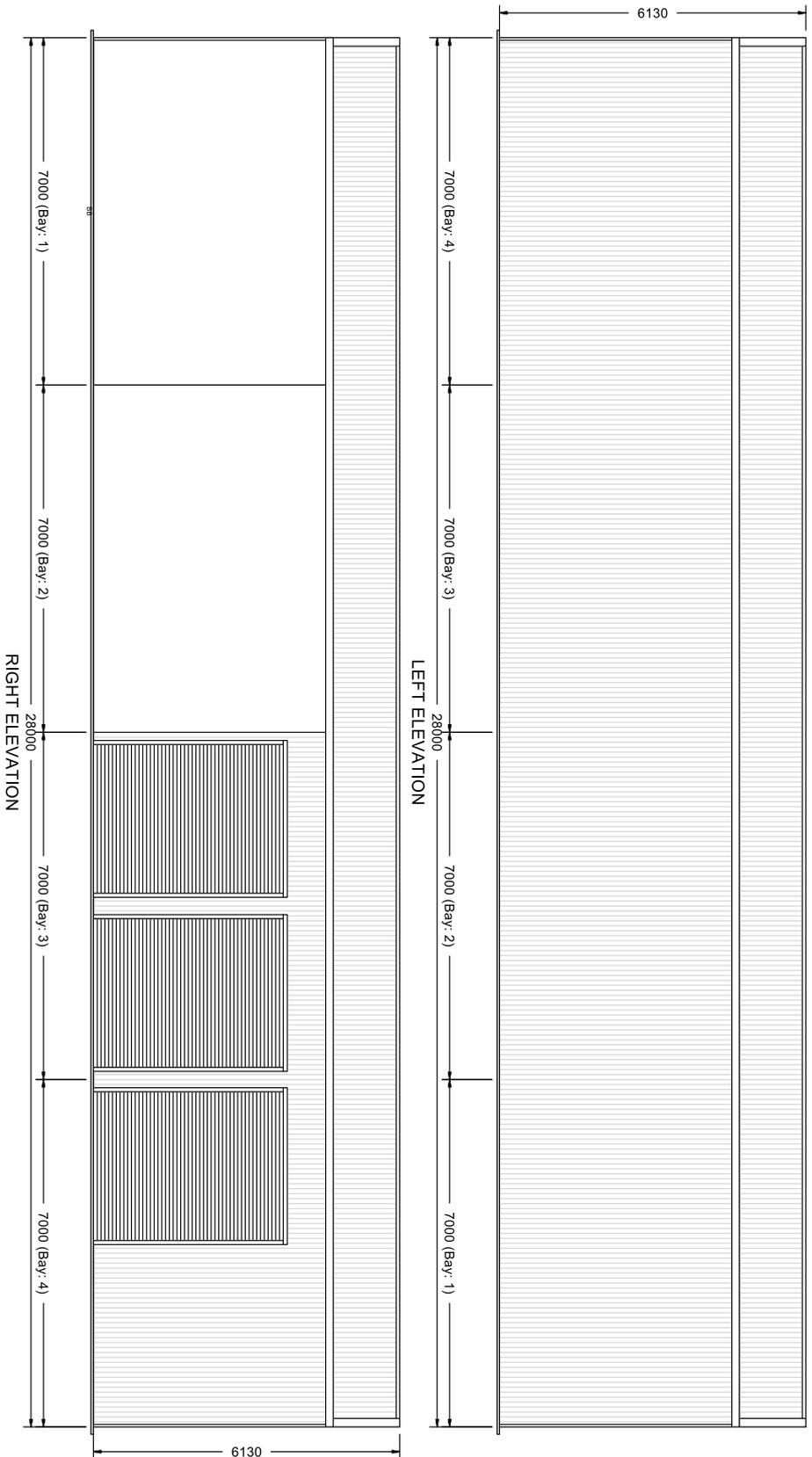
Proudly manufactured by Local Shed Solutions



CV Sheds
12 Bourke St Kyneton 3444
sales@cvsheds.com.au
5422 6644

CLIENT: [REDACTED]
SITE ADDRESS: [REDACTED], PHINSTONE, VIC, 3448
PHONE: [REDACTED]
EMAIL: [REDACTED]

DRAWING TITLE: End Elevations
SCALE: 1:88.101
DATE: 03-05-2023
CUST. SIGNATURE: _____
SIGNATURE DATE: _____

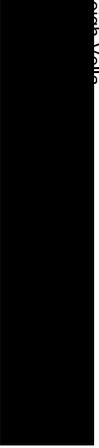


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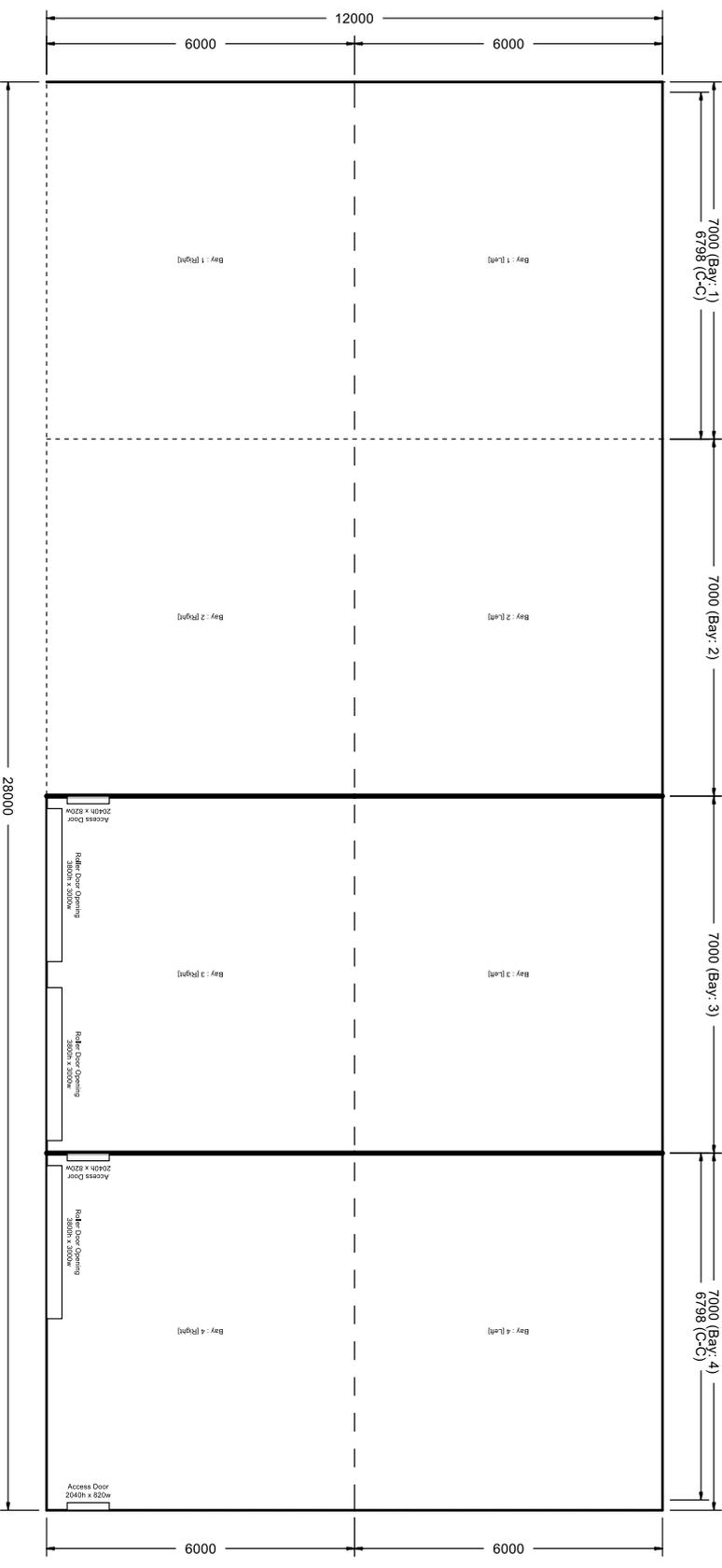


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12 Bourke St Kyneton 3444
sales@cvsheds.com.au
5422 6644

CLIENT: **Leish Vale**
SITE ADDRESS:
PHONE:
EMAIL:



DRAWING TITLE: Side Elevations
SCALE: 1:121.234
DATE: 03-05-2023
CUST. SIGNATURE:
SIGNATURE DATE:



PLAN ELEVATION

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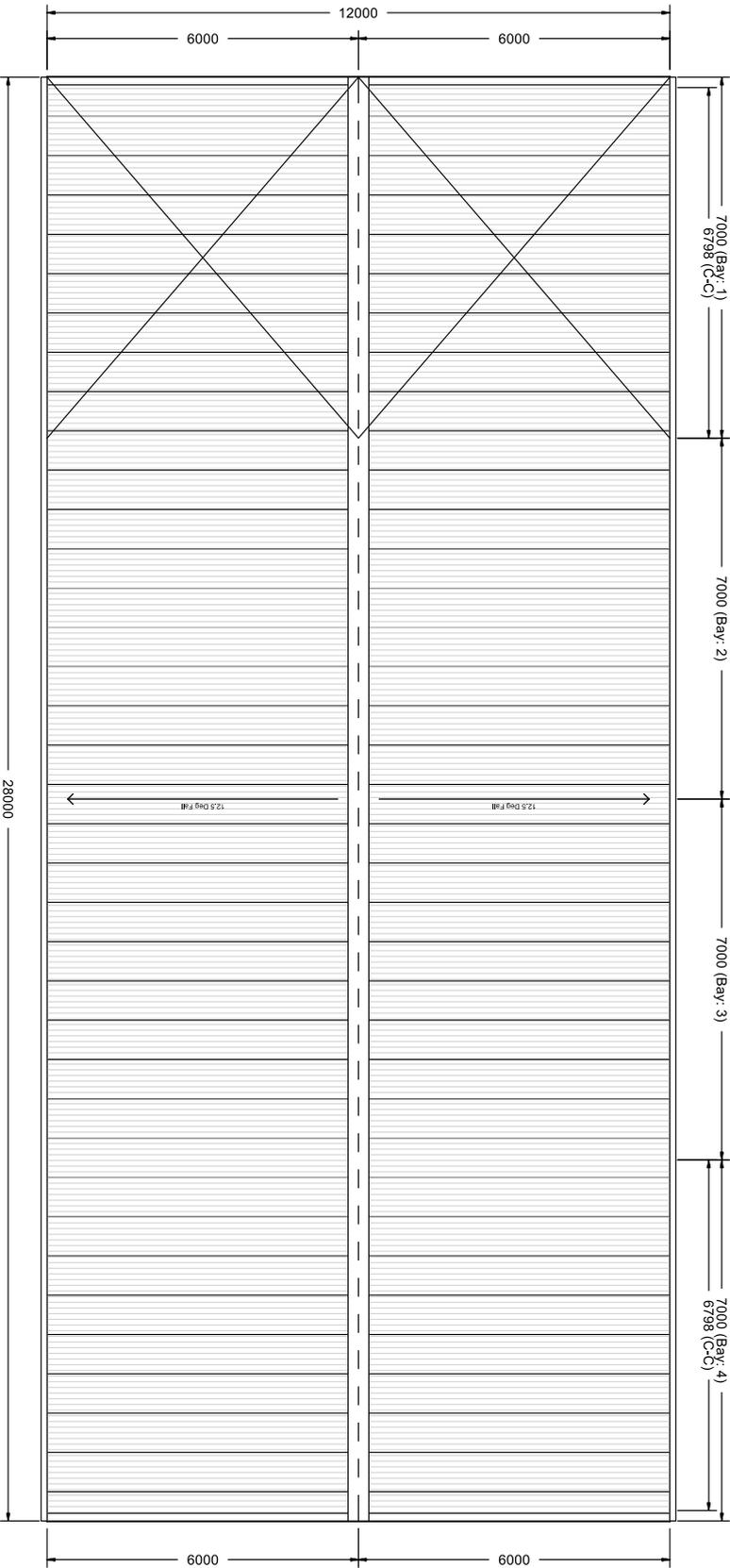
Est. 1975

CV Sheds
12 Bourke St Kyneton 3444
sales@cvsheds.com.au
5422 6644

CLIENT: **Lalith Valla**
SITE ADDRESS:
PHONE:
EMAIL:



DRAWING TITLE: Plan Elevation
SCALE: 1:125.235
DATE: 03-05-2023
CUST. SIGNATURE:
SIGNATURE DATE:



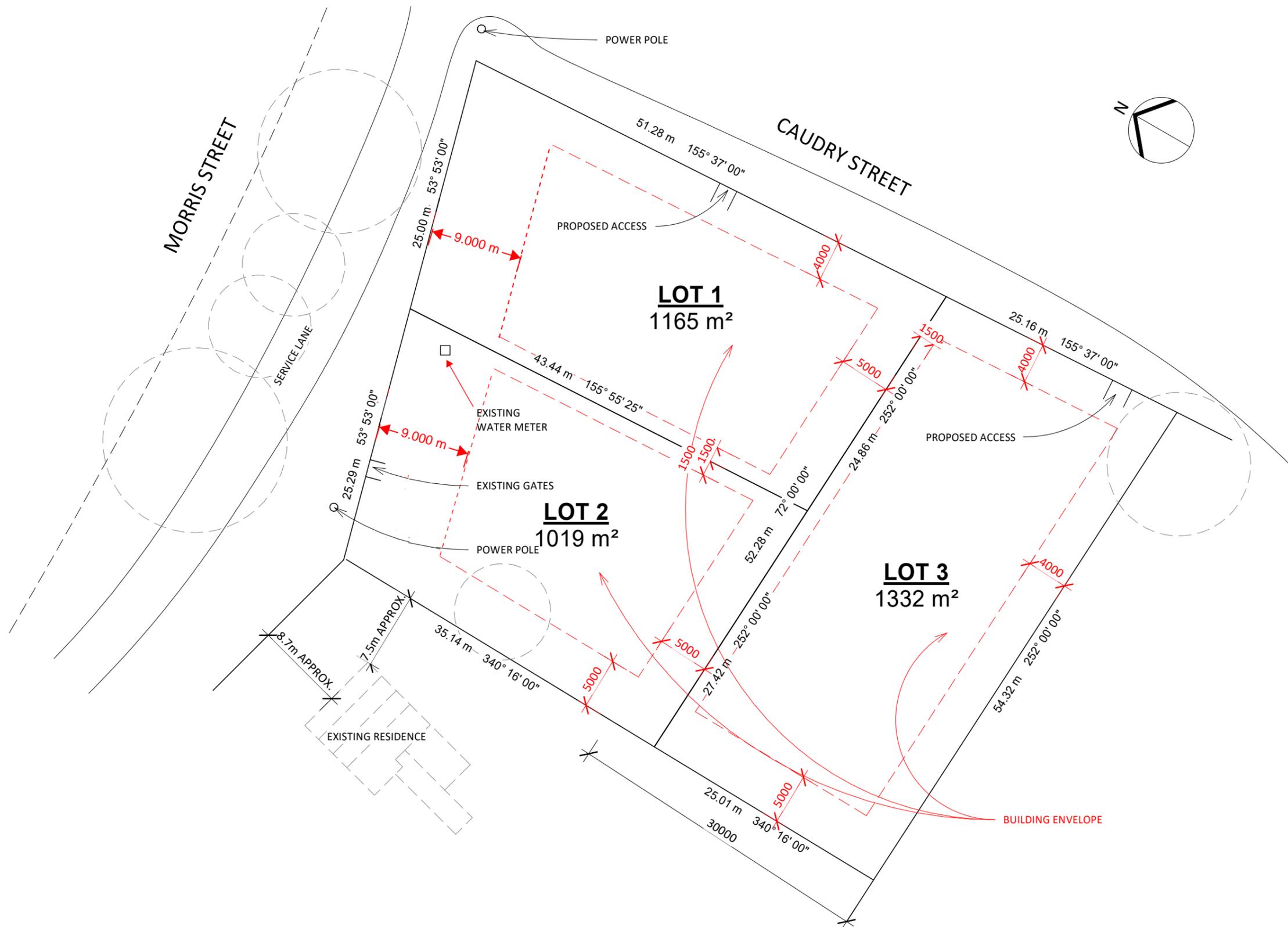
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sales@cvsheds.com.au
5422 6644

CLIENT: **[REDACTED]**
SITE ADDRESS: **[REDACTED]**
PHONE: **[REDACTED]**
EMAIL: **[REDACTED]**

DRAWING TITLE: ROOF ELEVATION
SCALE: 1:125.235
DATE: 03-05-2023
CUST. SIGNATURE: _____
SIGNATURE DATE: _____



Areas			CLIENT [REDACTED]					TITLE SITE PLAN			
Name	Area	Squares	ADDRESS [REDACTED]					PROJECT Proposed Subdivison			
GARAGE	Not Placed		BAL	WIND RATING	DRWN BY:	AR	JOB No	CURRENT PRINT:	8/4/2024	SCALE: 1 : 400	SHEET: A103
LIVING	Not Placed										
PORCH	Not Placed										
ALFRESCO	Not Placed										
		0.00 m ²									

The Mount Alexander Affordable Housing Trust

Deed of Trust

**DF Mortimer & Associates
PO Box 983
MOONEE PONDS VIC 3039
Tel: (03) 9370 9333
Ref: DFM:18/0002**

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This deed of trust

is made on

2023

between the following parties:

1. **Mount Alexander Shire Council ABN 12 966 477 062 of
27 Lyttleton Street, Castlemaine in the State of Victoria 3450**
(“Council”)

2. **[insert company trustee]**
(“Trustee”)

Recitals

- A. Council wishes to establish a trust for certain public charitable purposes to be called the Mount Alexander Affordable Housing Trust.
- B. In particular Council wishes to provide a range of affordable housing consistent with the charitable purpose of public benevolent institutions.
- C. Council confirms that establishing the Trust is consistent with Council’s obligations in section 9 of the Local Government Act (“the overarching governance principles”).
- D. Council has paid the Settled Sum to the Trustee to hold on the trusts outlined in this deed in accordance with the relevant law.

This deed witnesses

1 Name

The Trust is to be known as the Mount Alexander Affordable Housing Trust.

2 Definitions and interpretation

2.1 Definitions

In this deed:

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012*, and related legislative instruments for the time being in force;

Advisory Committee means a committee established under section 11;

Associate has the meaning outlined in section 78A of the *Income Tax Assessment Act 1936* as if the reference to the “donor” in that section were a reference to the person who under this deed is referred to in relation to the Associate;

Commissioner means Commissioner of Taxation, a Second Commissioner of Taxation or a Deputy Commissioner of Taxation for the purposes of the ITAA 97;

Deductible Contribution means a contribution of money or property as described in item 7 or item 8 of the table in section 30-15 of the ITAA 97 in relation to a fundraising event held for the purpose of the Trust;

Eligible Entity means an entity:

- (a) registered for public charitable purposes under the table in section 25(5) of the ACNC Act; and
- (b) gifts to which are deductible under item 1 of the table in section 30-15 of ITAA 97;

ITAA 97 means the *Income Tax Assessment Act 1997*;

Financial Year means the period from the date of this deed to the following 30 June and then each period of 12 months ending on 30 June in each year, or any other period that the Trustee decides;

Gift means a gift as described in item 2 of the table in section 30-15 of the ITAA 97 to the Trust.

Local Government Act means *Local Government Act 2020* (Vic).

Principal Purpose means the purpose outlined in section 4.2;

Settled Sum means \$50;

Specified Income means income of the Trust other than donations, gifts, government grants, and other voluntary transfers of property to the Trust;

Trust means the Trust established under this deed;

Trustee means the entity named in this deed as the Trustee and any other trustee for the time being of the Trust; and

Trust Fund means:

- (c) the Settled Sum;
- (d) any interests in land transferred to and accepted by the Trustee as additions to the Trust Fund;
- (e) all money, investments and assets paid or transferred to and accepted by the Trustee as additions to the Trust Fund;
- (f) all accretions to the Trust Fund;
- (g) all accumulations of income; and
- (h) the money, investments and property from time to time representing the above or into which they are converted

and includes any part of the Trust Fund.

2.2 Interpretation

In this deed unless the context requires otherwise:

- (a) the singular (including defined terms) includes the plural and the plural includes the singular, and words of any gender include all genders;
- (b) a reference to this deed means this deed as originally executed and as from time to time lawfully amended; and
- (c) a reference to any legislation or a provision of any legislation includes any amendment to that legislation or provision, any consolidation or replacement of that legislation or provision and any subordinate legislation made under that legislation.

2.3 Headings

Headings are for convenience only and do not affect interpretation of this deed.

3 Declaration of trust

Council and the Trustee declare that the Trustee must hold the Trust Fund on the trusts, with the powers and subject to the provisions in this deed.

4 Purposes

4.1 Public Identification

The public must be invited to contribute to the Trust Fund.

4.2 Principal Purpose

- (a) The Principal Purpose for which the Trust is established is to assist persons in benevolent need by the provision of affordable housing in the Mount Alexander Shire.
- (b) The Principal Purpose is charitable under item 14 in the table in section 25(5) of the ACNC Act (“public benevolent institution”).
- (c) In furtherance of the Principal Purpose, the Trustee may acquire and manage interests in land in perpetuity to provide affordable housing to:
 - (1) Individuals and families in need of relief from poverty, distress or disadvantage;
 - (2) The aged or individuals with health needs or disabilities; and
 - (3) Individuals and families who are unable to obtain by their own resources, a modest standard of living in the Australian community.
- (d) Solely in furtherance of the Principal Purpose, the Trustee may also undertake incidental revenue generating activities, including providing for:
 - (1) Residential tenancies at commercial rates; and
 - (2) Leasehold trading activities at commercial rates.
- (e) Solely in furtherance of the Principal Purpose, the Trustee may enter into arrangements with other charitable and not for profit organisations to provide affordable housing.
- (f) Before the Trustee considers any arrangement under sections 4.2(d) and 4.2(e) the Trustee must first obtain advice from the Advisory Committee on any unmet housing needs in the Mount Alexander Shire.

4.3 Affordable Housing

- (a) The Trustee must consider a price differential when setting rental fees for affordable housing, with rental returns from incidental revenue generating activities to be fixed at market rates.
- (b) To the extent permitted by law, the Trustee may consider long term leases for affordable housing that:
 - (1) Recognise lessees may own improvements on land managed by the Trust;
 - (2) Permit lessees to receive a fair sum for improvements they own on termination of their lease; and

- (3) Restrict the ability of lessees to privately benefit from capital growth in the land itself, in order to ensure the improvements remain affordable for the next generation of lessees.

4.4 Application of Trust Fund for Principal Purpose

- (a) Subject to section 4.6, the Trustee must pay or apply the Trust Fund solely for the Principal Purpose in each Accounting Period.
- (b) No part of the Trust Fund may be paid or distributed, indirectly or directly, by way of dividend, bonus or other profit distribution, to the Trustee or Council. However this section does not prohibit a payment permitted under section 14.

4.5 Factors Trustee may consider

In exercising its discretions under sections 4.2 and 4.3, the Trustee may have regard to:

- (a) any recommendations of an Advisory Committee; and
- (b) the provisions and objects, so far as they are consistent with the Principal Purpose of the Trust, of any other trust (including a trust established by testamentary instrument) where:
 - (1) the capital of the other trust has been transferred to or otherwise vested in the Trustee to hold on the trusts of this deed; and
 - (2) the trustee of the other trust has requested the Trustee to recognise the provisions or objects of the other trust in exercising the Trustee's discretions and powers under this deed.

4.6 Policies and rules

For the purpose of paying or applying the Trust Fund and after receiving advice from the Advisory Committee, the Trustee may:

- (a) formulate policies;
- (b) make rules in connection with a policy; and
- (c) revoke or amend a policy or rule and formulate others.

4.7 Trustee may accumulate

Despite section 4.2, the Trustee may, in any Financial Year accumulate and retain so much of:

- (a) the Specified Income as is:
 - (1) necessary to maintain the capital of the Trust Fund at a level calculated by adjusting the capital at the beginning of that Financial Year to reflect the movement in the All Groups Consumer Price Index during the Financial Year immediately before that Financial Year; or
 - (2) from time to time approved by the Commissioner; and
- (b) all other receipts or income of the Trust as are from time to time approved by the Commissioner.

5 Not for profit - Uncommercial Transactions

- (a) Apart from a payment or application under section 4.2, a payment under section 14 or a payment or application approved by the Commissioner, no part of the Trust Fund or the income may be paid or applied, directly or indirectly, to or for:
- (1) Council;
 - (2) the Trustee;
 - (3) a Donor; or
 - (4) an Associate of Council, the Trustee or a Donor
- by way of an Uncommercial Transaction.
- (b) In section 5(a), an Uncommercial Transaction means the provision of a financial or other benefit on terms which:
- (1) would not be reasonable in the circumstances if the benefit were provided on an arm's length basis; or
 - (2) are more favourable to the recipient than the terms referred to in section 5(b)(1)
- and which a reasonable person in the position of the Trustee would not have entered into having regard to all relevant circumstances.

6 Qualifications of Trustee

- (a) The Trustee must be: a company or other body corporate.
- (b) The Trustee must not exercise any discretion or power until the requirement in section 6(a) is met except:
- (1) for the purpose of Council exercising its power under this Trust Deed to appoint a new Trustee;
 - (2) to protect the Trust Fund; or
 - (3) in the case of urgency.

7 Trustee's powers

7.1 Investment

The Trustee must invest money of the Trust Fund only in a way in which trustees are permitted to invest under the laws of Australia or of any state or territory of Australia.

7.2 Other powers

- (a) Subject to first receiving advice from the Advisory Committee, the Trustee may:
- (1) enter into arrangements with government entities (including Council) to transfer interests in land held by those entities to the Trust;
 - (2) accept transfers of interests in land to the Trust from Donors (including by bequest);
 - (3) purchase freehold title to land;

- (4) enter into arrangements for the construction, repair or maintenance of improvements on an interest in land held by the Trust;
 - (5) allow any charitable entity to occupy an interest in land;
 - (6) dispose of an interest in land (including by way of return of an interest in land to a government entity);
- (b) Subject to the trusts of this deed the Trustee may:
- (1) open any account or accounts with a bank, building society or other financial institution and to operate in all usual ways any such account or accounts;
 - (2) issue debentures by way of a charitable investment fundraiser;
 - (3) borrow or raise or secure the payment of money and secure the repayment of any debt, liability, contract, guarantee or other engagement in any way and, in particular, by mortgage, charge, lien, encumbrance, debenture or other security, fixed or floating, over any present or future asset of any kind and wherever situated;
 - (4) take and act on the opinion of a barrister practising in Australia in relation to the interpretation or effect of this deed or any of the trusts or powers of this deed without responsibility for any loss or error resulting from doing so, but this provision does not stop the Trustee from applying to a court of competent jurisdiction;
 - (5) take any action for the adequate protection or insurance of any part of the Trust Fund;
 - (6) pay or deduct all costs and expenses of or incidental to the Trust Fund or its management (whether or not the Trustee is under any legal obligation to make the payment) or in connection with the preparation, execution and stamping of this deed, as though the Trustee were the absolute owner of the Trust Fund and the income of the Trust Fund;
 - (7) attract and encourage donations, gifts (by will or otherwise), endowments, trust distributions and other forms of financial assistance to or for the benefit of the Trust;
 - (8) employ and pay or provide any benefit for any employee without being responsible for the default of the employee or for any loss occasioned by the employment;
 - (9) engage and pay any agent, contractor or professional person without being responsible for the default of the agent, contractor or employee or for any loss occasioned by the engagement;
 - (10) decline or otherwise refuse to accept as part of the Trust Fund any gift (by will or otherwise), donation, settlement or other disposition in money, moneys worth or property; and
- (c) do all other things incidental to the exercise of the Trustee's powers under this deed.

7.3 Powers are supplementary

The powers and discretions in section 7.2 are to be treated as supplementary or additional to the powers vested in trustees by law.

7.4 Resignation and Appointment of Trustee

- (a) A body corporate may resign from its Trusteeship and shall be deemed to have resigned if any one of the following occurs:
 - (1) By the Trustee's notice in writing to Council; or
 - (2) The Trustee is removed from its Trusteeship by notice in writing from Council.
- (b) In the event of such resignation or removal, Council may appoint a replacement body corporate.
- (c) A body corporate so appointed by Council shall be bound by the terms of this Deed as if a signatory hereto.

8 Liability for breaches of trust

8.1 Trustee

The Trustee, where purporting to act in the exercise of the trusts of this deed or exercise powers or discretions under this deed is:

- (a) not liable for any loss or liability; and
- (b) entitled to be indemnified from the Trust Fund in respect of any loss or liability,

unless the loss or liability is attributable to:

- (a) the dishonesty of the Trustee; or
- (b) the wilful commission or omission of an act known by the Trustee to be a fraudulent breach of trust in bad faith.

8.2 Officers, agents or employees

Any officer, agent or employee of the Trustee purporting to exercise powers or discretions under this deed is:

- (a) not liable for any loss or liability; and
- (b) entitled to be indemnified from the Trust Fund in respect of any loss or liability,

unless the loss or liability is attributable to:

- (a) the dishonesty of that officer, agent or employee of the Trustee; or
- (b) the wilful commission or omission of an act known by that officer, agent or employee of the Trustee to be a fraudulent breach of trust in bad faith.

9 Indemnity of Trustee from Trust Fund

- (a) The Trustee is entitled to be indemnified out of the Trust Fund in respect of all costs and expenses incurred by the Trustee relating to:
 - (1) entering into this deed or any deed amending this deed;
 - (2) establishing, operating, administering, amending, terminating and winding up the Trust; or
 - (3) all matters incidental to the Trust; and

- (4) all liability incurred (including liability for income tax and any other taxes and all fines and penalties payable in relation to those taxes) and acts and things done in connection with or resulting from the matters referred to in this section 9 including, but not limited to, the Trustee performing its duties and exercising its powers and discretions under this deed.
 - (b) The Trustee is not entitled to be indemnified out of the Trust Fund for conduct involving a wilful breach of an ACNC Act governance standard.
-

10 Books of account and receipts

10.1 Trustee to keep accounts

The Trustee must keep or cause to be kept proper accounts in respect of all receipts and payments on account of the Trust Fund and of all dealings connected with the Trust Fund.

10.2 Financial statements

- (a) As soon as practicable after the end of each Financial Year the Trustee must prepare or cause to be prepared an annual information statement and such financial statements as required under the ACNC Act showing the financial position of the Trust Fund at the end of that Financial Year in accordance with the accounting standards.
- (b) The Trustee must as soon as practicable, provide Council with such financial statements as are required after the end of each Financial Year under the ACNC Act.

10.3 Audit

The financial statement must be reviewed or audited in accord with the ACNC Act.

10.4 Receipts

- (a) The Trustee must issue a receipt for each Deductible Contribution and for each Gift upon request.
 - (b) Receipts issued for gifts must state:
 - (1) the name of the Trust Fund;
 - (2) the Australian Business Number applicable to the Trust; and
 - (3) the fact that the receipt is for a gift.
-

11 Advisory Committees

- (a) Council may establish a Trust Advisory Committee under the Local Government Act and appoint and remove, or make provision for the appointment and removal of, members of the Trust Advisory Committee.
- (b) The functions of the Trust Advisory Committee will be determined by Council, and in consultation with the Trustee.
- (c) The Advisory Committee has power to advise (but not direct) the Trustee on how the Trust Fund should be applied in furtherance of the Principal Purpose.

- (d) The Trustee must seek advice from the Advisory Committee before the Trustee considers decisions under sections 4.2(d), 4.2(e) and 7.2(a).
- (e) The Trustee may seek advice from the Trust Advisory Committee on any matter concerning how the Trust Fund should be applied in furtherance of the Principal Purpose.

12 Patrons

Council by formal resolution may appoint any person as a patron of the Trust.

13 Amending this deed

The Trustee may by deed revoke, add to or vary any of the provisions of this deed, so long as:

- (a) Council approves the amendment;
- (b) no part of the Trust Fund or the income of the Trust Fund becomes subject to any trusts other than public charitable trusts;
- (c) unless the Commissioner consents to the revocation, addition or variation:
 - (1) no part of the Trust Fund or the income of the Trust Fund becomes subject to trusts other than public charitable purposes under the table in section 25(5) of the ACNC Act;
 - (2) no amendment is made to or affecting sections 4.4 or 5;
 - (3) no amendment is made which authorises the Trustee to invest money of the Trust Fund other than in a manner in which trustees are permitted to invest under the laws of Australia or of any State or Territory of Australia;
 - (4) no amendment is made to this section 13 so as to permit this deed to be amended in a manner prohibited by section 13 (c)(1), (2) or (3); and
- (d) the Trustee notifies the Commissioner of the amendment.

14 Trustee's remuneration and expenses

The Trustee may apply the income or capital of the Trust Fund to:

- (a) 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
- (b) reimburse the Trustee for reasonable expenses incurred as Trustee of the Trust.

15 General

15.1 Receipts by others

The receipt of the person purporting to be the treasurer, secretary or other proper officer of any recipient of a payment or application of income or capital from the Trust Fund is a sufficient discharge to the Trustee and the Trustee need not see to the application of the payment or application.

15.2 Trustee's discretions and powers

Except where there is an express contrary provision in this deed, any discretion given to the Trustee is absolute and uncontrolled and every power given to it is exercisable at its absolute and uncontrolled discretion.

15.3 Personal interest of Trustee

The Trustee and any person who is a member of the board or other controlling committee of the Trustee or a member of the Trustee may exercise or concur in exercising all powers and discretions given by this deed or by law even though the Trustee or that person:

- (a) has or may have a direct or personal interest or a conflict of fiduciary duty in the method or result of exercising the power or discretion; or
- (b) may benefit either directly or indirectly from the exercise of any power or discretion,

and even if the Trustee is a sole trustee.

15.4 Delegation of powers

The Trustee may by power of attorney or otherwise delegate to any person any of the discretions or powers given to it under this deed. The exercise of any of the discretions or powers of this deed by an attorney or delegate is valid and effectual and binds all persons interested under this deed.

15.5 Trustee's receipts

The Trustee may receive money and other property and give valid receipts for all purposes including:

- (a) those of any statute; and
- (b) the receipt of any capital money which may or may not be deemed to be capital money for the purposes of any law relating to settled land,

and even if the Trustee is a sole trustee.

15.6 Trustee's decisions

- (a) The Trustee may decide:
 - (1) whether any money is to be considered as capital or income;
 - (2) whether any expense, outgoing or other payment ought to be paid out of capital or income; and
 - (3) all questions and matters of doubt arising in the execution of the trusts of this deed.
- (b) Every decision on these matters, whether made on a question actually raised or implied in the acts or proceedings of the Trustee, is conclusive and binds all persons interested under this deed.

16 Revocation of DGR endorsement

- (a) If the Trust's endorsement as a deductible gift recipient under Subdivision 30-BA of the ITAA 97 is revoked the Trustee must pay or apply any assets of the Trust Fund remaining after the satisfaction of all its debts and liabilities to or for Eligible Entities, as the Trustee decides.
- (b) Where gifts to an Eligible Entity are deductible only if, among other things, the conditions set out in the relevant table item in Subdivision 30-B of the ITAA 97 are satisfied, a payment or application under this clause must be made in accordance with those condition

17 Winding up

- (a) If at any time the Trustee is of the opinion that it is impractical to continue the Trust Fund or that the Trust Fund has, for any reason, fully achieved, or failed to achieve or achieve to the maximum degree possible in all the circumstances the Principal Purpose, then the Trustee may resolve to wind up the Trust Fund.
- (b) The Trustee may resolve to wind up the Trust Fund only after Council has passed a resolution to that effect.
- (c) If on the winding up of the Trust Fund any property remains after the satisfaction of all of its debts and liabilities, the Trustee must transfer the property to one or more Eligible Entities established for public charitable purposes under the table in section 25(5) of the ACNC Act or any statutory modification for the time being enforced.
- (d) For the avoidance of doubt and despite section 17(c) , the Trustee may return an interest in land to the government entity (or its successor) that supplied that interest in land.

18 Governing law

This deed is governed by the laws of the State of Victoria.

Executed as a deed:

Signed sealed and delivered for and on behalf of Mount Alexander Shire Council by the Chief Executive Officer under a resolution of Council dated xxx

Chief Executive Officer

Name *(print name)*

Witness

Name *(print name)*

Executed as a deed in accordance with section 127 of the Corporations Act by xxx Limited, by being signed by those persons who are authorised to sign for the company:

Director *print name*

Director *print name*

The Mount Alexander Affordable Housing Trust

Explanatory statement to draft trust deed 23 April 2024

The purpose of this explanatory statement is to describe the clauses in the **attached** draft deed of trust for the proposed “Mount Alexander Affordable Housing Trust” (“the Trust”). The explanatory statement forms part of Council’s charitable property trust consultation process.

Charitable Trusts: overview

A charitable trust is a type of trust established to hold assets for charitable purposes. The legislative basis to establish a charitable trust is found in section 50.5 of the *Income Tax Assessment Act 1997* and in section 25-5(5) of the *Australian Charities and Not-for-profits Commission Act 2012*.

As a charitable trust, the Trust is entitled to registration at the Australian Charities and Not-for-profits Commission (“ACNC”) and to endorsement for exemption from payment of income tax by the Australian Tax Office (“ATO”).

The Trust deed is also in a form that will allow the Trust to be endorsed by the ATO as a deductible gift recipient (“DGR”). DGR endorsement will permit the Trust to issue tax deductible receipts for donations of money and property.

The Trust is proposed to be established under the “public benevolent institution” DGR charity subtype in the ACNC legislation. Charities registered with this subtype are required to focus their activities on providing “benevolent relief to persons in need”.

Drafting has taken account of ACNC “Interpretation statements” relating to:

- Public benevolent institutions
- Charitable housing.

These statements provide guidance on how a charity may undertake affordable housing in a manner consistent with the public benevolent institution charity subtype.

According to the ACNC:

- a public benevolent institution is benevolent if it is “organised, promoted or conducted for the relief of poverty or distress, sickness, disability, destitution, suffering, misfortune or helplessness”
- “an organisation that provides housing to ‘people in need’ to relieve their needs may be eligible for registration as a public benevolent institution”.
- relief of poverty might be undertaken by “providing housing assistance to ensure a modest standard of living to people who cannot afford, from their own resources, accommodation that would give them a modest standard of living in the Australian community”.
- the ACNC will treat a not for profit organisation as charitable where the organisation is managing land assets owned by government, if the organisation’s windup clause states that such assets are to be returned to government on winding up and all remaining assets transferred to other charities.

The draft Deed

Many of the sections of the draft deed should be self-explanatory but attention is drawn to the following:

- Recitals** The Recitals are of no substantive effect but serve to set out the intentions of Council.
- Council “declares” the Trust’s creation and pays a “settled sum” of \$50 to establish the Trust’s bank account (which technically, brings the trust into operation). With an important exception, Council plays no active role in managing the Trust; management is left to the Trustee. The Trustee is yet to be determined but it may be a professional trustee company.
- Council can appoint and remove the Trustee, as will be discussed below.
- Council must also appoint a Trust “Advisory Committee” to advise the Trustee, as will also be discussed further below.
- Name** The proposed Trust name is "Mount Alexander Affordable Housing Trust".
- Clause 2.1** This clause sets out various definitions - see in particular the definitions for “Eligible Entity”, “Trust Fund “ and “Advisory Committee”. Note also the definition of “Deductible Contribution” (for fundraising events at which tax deductible receipts are issued) and “Gift”. Please contact us if the Trust intend to hold fundraising events such as auctions or fun runs.
- Clause 4.1** As a DGR endorsed charity, the Trustee must invite contributions to the Trust from the public.
- Be aware that the Trustee will likely be bound by the federal government’s recently announced move to establish consistent fundraising rules across Australia. Amongst other things these rules are expected to include a voluntary code to improve the transparency of charitable donations.
- The tax legislation requires a DGR endorsed charity to issue donors with receipts on request, and in a particular format.
- Clause 4.2** This section is the main operative part of the draft deed. Please ensure you read it carefully.
- The term “interest in land” includes legal interests such as freehold and strata title and equitable interests such as leaseholds.
- Clause 4.2 (c) sets out the individuals and families who according to the ACNC interpretation statements, may be assisted by a trust established as a public benevolent institution.
- Be aware that in accord with case law, the ACNC takes a “holistic” approach to assessing charitable status; this approach takes account of text in the charity’s constituent documents (such as a trust deed), but also takes account of what the charity actually does in practice. This assessment will include *how* the charity provides relief, *to whom* the charity provides relief and whether the activity *actually does provide relief*.

Take note of clause 4.2 (d) and the term “incidental”. The ACNC and ATO accept that this term means “in furtherance of, or in support of”.

It means the Trust can undertake activities that are not inherently charitable but that help to support the Trust’s purposes. The language is supported by High Court authority in a case known as *Word Investments v Federal Commission of Taxation* (2008). In this case the Court said a charity’s purpose can be found in the “natural and probable consequence” of the charity’s present activities.

In practice this means that activities listed under clause 4.2(d) should be seen as *revenue generating activities* conducted at market rates with the net surplus being used to support the activities set out in clause 4.2(c).

Clause 4.2 (e) confirms that the Trustee may engage other charitable organisations to assist it to further its purpose. This too is supported by court authority in a Federal Court case known as *Commissioner of Taxation v Hunger Project Australia* (2014)

In short, the Federal Court said that a charity need not “directly” undertake activities. Instead the charity may engage other organisations to undertake an activity, providing that engagement is consistent with the charity’s purpose. Although the Court did not use this word, clause 4.2(e) effectively allows the Trustee to “subcontract” some of its activities. Some activities for example, might include construction and maintenance of affordable housing.

Clause 4.2 (f) requires the Trustee to first consult with the Advisory Committee before the Trustee decides to subcontract particular activities to another not for profit organisation.

Clause 4.2 (f) also requires the Trustee to consider advice from the Advisory Committee on *any* unmet housing needs in Mount Alexander Shire before it allocates land or dwellings for revenue raising purposes.

To provide context to the purpose of clause 4.2 (f), some not for profit organisations may focus their affordable housing programs on relief of poverty. Eligibility criteria may follow Victorian Government guidance that require tenants to have assets less than \$36,000. All things considered, such a purpose is consistent with the Trust’s purpose.

However the Trust’s purpose is wider than the relief of poverty. All things considered for example, the Trustee could provide affordable housing to persons eligible for a Federal Government Disability Support Pension. That Pension has an asset limit of about \$420,000.

Clause 4.3 This clause confirms that incidental revenue activities must be fixed at market rates.

The clause also sets out that in some circumstances lessees may be permitted to own improvements on land managed by the Trust.

Ownership of residential lease improvements is not common, however it is common in other contexts, such as under alpine leases. Not for profit ski clubs in the Victorian Alps typically own their ski club premises situated on land managed by a Resort Management Board.

It is important that such lessees do not unduly privately benefit from capital growth in the land. This may constitute an impermissible “private benefit” under charity law and ACNC interpretation statements.

On the other hand it is important that a lessee is compensated for their effort in constructing and maintaining their improvements.

This principle is reflected in section 51(xxxi) of the Australian Constitution which allows parliament to make laws for the acquisition of property “on just terms”. This section of the Constitution is best known through the popular Australian movie *The Castle*.

Clause 4.4 This clause gives explicit direction to the Trustee on how it may apply Trust property. The words here reflect standard ATO language to ensure the Trust remains “not for profit”.

Clause 4.5 Trustee may formulate policies with regard to maintenance of Trust property and revenue raising activities, amongst other policies. The Trustee must have regard to recommendations of the Advisory Committee.

Clause 4.7 The Trust may accumulate revenue to the extent permitted by this clause. It permits the Trustee to build a capital reserve where it has first determined it needs that reserve for say, infrastructure works.

Clause 5 This clause has the effect of preventing Council and other named parties from financially benefiting from the Trust beyond “arm’s length” and reasonable costs.

For example, Council would be permitted to provide the Trust with backend administrative support if Council and the Trust so agreed, providing fees charged by Council were not more than market rate charges.

Clause 7.1 The *Trustee Act 1958* requires trustees to invest money in a prudent manner. Note that where a trustee is a professional adviser (eg an accountant), the *Trustee Act* requires them to exercise the “care, diligence and skill” of such a professional adviser.

Tax Ruling TR95/27 effectively permits charities to use revenue to pay for the “reasonable” costs of charity administration, including the Trust’s fundraising expenses, and legal, bookkeeping, and audit fees.

Clause 7.2 This clause is particularly important. A trustee is generally permitted to dispose of trust property at its own discretion. However given the particular purpose of the Trust to hold interests in land in perpetuity for affordable housing in Mount Alexander Shire, acquisition and disposal of that land without some sort of process may be controversial.

Hence, the Trustee must first consider advice from the Advisory Committee before it considers a decision under clause 7.2 (a).

The Trustee need not consult the Advisory Committee before it undertakes any of the actions in clause 7.2(b).

Note the term “charitable investment fundraiser”. Members of the public may wish to support the Trust by way of no or low interest loans (debentures). ASIC has removed some of the regulatory barriers for charities that seek to raise funds by issuing such debentures.

Clause 7.4 A Trustee may resign from its trusteeship by giving notice to Council. Council has power to remove a Trustee and reappoint another body corporate as Trustee. Council is not required to give reasons for removing a trustee but it could do so if for any reason, if it was not satisfied with the Trustee’s performance.

Clause 9 The Trustee is entitled to use Trust assets to indemnify itself from liability incurred by the Trust, other than liability incurred by its directors’ own wilful breach of general law and the governance standards under the ACNC legislation.

Clause 10.2 This clause reflects ACNC requirements for financial reporting. The Trustee must prepare an end of financial year balance sheet, profit and loss statement and cash flow statement.

The Trustee must submit those financial reports every year to the ACNC. The clause adds a requirement that the Trustee must also submit those reports to Council.

Clause 10.4 A DGR endorsed charity must issue tax deductible receipts in a certain form.

Clause 11 Council may appoint an Advisory Committee or committees to advise the Trustee under the *Local Government Act (2020)*.

As a committee established under the *Local Government Act*, the Advisory Committee would be bound by the “overarching governance principles” set out at section 9 of the Act. Amongst other principles Council is required to consider promoting “the economic social and environmental sustainability of the municipal district including mitigation and planning for climate change risks”.

An Advisory Committee may only make recommendations to the Trustee; it is the Trustee that ultimately must decide on activities conducted by the Trust.

Clause 14 Section 6021TD of the *Corporations Act* says a trustee company may charge an annual management fee (GST inclusive) not exceeding 1.056% of the gross value of the charitable trust’s assets. This fee should be understood as the *maximum management fee* chargeable. Be aware a trustee company may charge other fees such as “establishment” fees.

Clause 15.3 The effect of this clause is to prevent decisions made by Trustees from being called into question by allegations of conflicts of interest.

Be aware that under the legislated ACNC “governance standards” the Trust will need to demonstrate that it has taken “reasonable steps” to prevent conflicts of interest. In practice this would mean a member of the Trustee disclosing their interest and removing themselves from discussion and decision by the Trustee that might be relevant to that interest.

Clause 16 If the Trust loses its DGR endorsement, it must transfer the funds described here to another DGR endorsed charity. The 2015 Tribunal case *Cancer and Bowel Research Association v Commissioner of Taxation* confirms that a “DGR clause” is mandatory.

In practice, regulators tend to give charities time to rectify any minor administrative oversights before they consider revocation.

Clause 17 Be aware that the ATO requires a DGR endorsed charity to have a “wind up” clause that requires in the event of wind up, surplus assets to be distributed to another DGR endorsed charity. It will not be enough to satisfy this clause for the Trust to transfer assets to a charity that is not DGR endorsed. You will see this in the definition of “Eligible Entity” at clause 2.2

Interests in land held by the Crown or government entities must first be returned to government and lessees who own any improvements would also need to be compensated at fair value.

Whilst it is the Trustee that determines to wind up the Trust, it must first do so after consultation with Council and after Council has passed a resolution to that effect.

Naturally, if you have any queries in regard to the draft deed, please do not hesitate to contact Council.

Yours faithfully

DF MORTIMER & ASSOCIATES



Derek Mortimer
Principal

Liability limited by a scheme approved under Professional Standards Legislation

Mount Alexander Affordable Housing Trust

Making affordable rental housing possible for people in our shire



What is the Mount Alexander Affordable Housing Trust?

Council has been looking at ways to assist our community access more affordable housing.

In its June 2024 meeting, Council decided to help establish the Mount Alexander Affordable Housing Trust.

The organisation of the Trust is made up of the Trustee and Advisory Committee.

The Mount Alexander Affordable Housing Trust (MAAHT, or trust) will be a charitable trust that will provide affordable housing solutions for the Mount Alexander Shire community.



The trust will achieve this by securing land that will then be used to develop housing on. It will accept donations of land or money from community members.

The trust will then oversee the development of housing on this land, either by contracted builders or a charitable housing partner. Once built, the housing will be managed in the long term by local or state-wide charitable housing partners.

The Trust Deed, which is the founding document, is focused on delivering affordable housing while allowing room for flexibility in the ways that affordable housing may be provided. This allows room for both diversity, and the capacity to respond to differing and changing needs.

In summary, the trust will be an independent organisation solely dedicated to addressing affordable housing needs in Mount Alexander Shire.

How will the trust differ to private market housing?

The purpose of the trust, and the land and housing on it, is to provide housing to community members at an affordable rate.

No one can privately benefit from any increased value of land that belongs to the trust. By keeping the value of the land out of the equation, the trust will be able to keep housing affordable.

This differs from private market housing in that there is no monetary profit to be had.

Who will own the trust?

The Mount Alexander Shire community will own the trust. The trust aims to address the needs of our community and therefore belongs to our community. It is managed on our community's behalf by the Trustee, in cooperation with the locally appointed Advisory Committee.

Working together for a healthy, connected shire

(03) 5471 1700
info@mountalexander.vic.gov.au
mountalexander.vic.gov.au

Cnr Lyttleton and Lloyd Sts
P.O. Box 185 Castlemaine VIC 3450
Jaara Country

What forms of housing are possible through the trust?

Many different forms of housing are possible through the trust, such as:

- Community housing – rental housing for residents on very low to moderate incomes
- Independent living – secure rental housing for older residents, younger residents or people living with disability
- Co-housing – private living space with shared common facilities
- Cooperative housing – a group of residents who work together to manage the housing
- Community land organisations – residents build their own homes on long-term land leases

How will the trust meet the shire's affordable housing needs?

The trust will provide long term leases to other charitable organisations who will then deliver and manage affordable housing on trust land.

Charitable organisations can partner with the trust if they do one or both of the following:

- Provide long term affordable rental housing.
- Facilitate home ownership for eligible recipients, while the land itself continues to be owned by the trust.

Who will benefit from the trust?

The trust will serve the Mount Alexander Shire community.

Residents eligible for trust housing include, but are not limited to, the following people:

- Residents living in poverty
- Residents experiencing family violence
- Ageing residents
- Residents with disability
- Residents with health issues
- Residents struggling to afford private market housing

How can the trust support itself?

The trust can financially support its charitable housing by making income through leasing some of its land for provision of housing at market rates. These rentals would be to people who need housing, can afford market rate rentals, but can't find the housing they need in the private market.

This option allows the trust to make income to support delivering affordable housing and at the same time address other important local housing needs.

Get involved

Got questions about the trust and how you can get involved?

Interested in applying to be on the Advisory Committee?

Want to donate?

You can:

- Go to our Affordable Housing page <https://shape.mountalexander.vic.gov.au/affordable-housing>
- Contact Clare Richards, Council's Housing Solutions Broker on 5471 1700 or affordablehousing@mountalexander.vic.gov.au.

Council sets up the Mount Alexander Affordable Housing Trust (MAAHT)

Land is gifted



Money is gifted



MAAHT owns and develops land

Charitable partners or building subcontractors build the homes



Charitable partners manage the housing



Build and manage



MAAHT provides permanently affordable homes for long term lease via charitable partners



MAAHT land

MAAHT remains permanent custodian of land and homes

Expression of Interest



Advisory Committee to Mount Alexander Affordable Housing Trustee - Membership

Mount Alexander Shire Council is seeking expressions of interest (EOI) from community and skill-based representatives to join an Advisory Committee to the Mount Alexander Affordable Housing Trustee.

The Advisory Committee's role is to advise the Trustee. It does not have decision making powers over the activities of the Trustee (in accordance with the Trust Deed and trust law). The role of the Advisory Committee will be further developed in consultation with the Trustee upon their appointment.

OBJECTIVES

- A. Form a diverse Advisory Committee with the breadth of personal and professional experience and attributes, skills, knowledge, community and professional networks to assist the Trustee to deliver outcomes
- B. Assist in meeting the objectives of the Deed of the Mount Alexander Affordable Housing Trust, including:
 - i. Advise on affordable housing needs and opportunities in the Shire
 - ii. Represent the community in an inclusive way that accounts for all affordable housing needs in the community
 - iii. Present informed, balanced and fair advice based on objective evidence and broad engagement with the Mount Alexander community
 - iv. Provide such advice free from personal or representational bias
 - v. Provide advice on potential projects and donation and funding opportunities in and for the community

And, prior to appointment of the Trustee:

- C. Assist in communications and engagement with the broader community, key stakeholders and potential donors to build a clear understanding of the purpose and scope of the Trust
- D. Work collaboratively with Council and any appointed fundraising consultant to develop and implement a fundraising strategy
- E. Assist in engaging with potential donors, particularly those considering donations over \$5,000.00
- F. Assist Council to assess potential inaugural project sites in relation to available funds
- G. Assist Council to assess Trusteeship models and determine a Trustee selection process that best meets the requirements of the Trust Deed and needs of our community
- H. Contribute to shortlisting of Trustee applicants

And, following appointment of the Trustee:

- I. Provide advice to assist the Trustee in long-term planning including considering major proposals of the Trustee such as acquiring land
- J. Provide the principle engagement point for the Trustee with the community

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Expression of Interest



Advisory Committee to Mount Alexander Affordable Housing Trustee - Membership

- K. Promote the Trust and its outcomes within the community and with stakeholders
- L. Actively assist the Trustee in developing and maintaining donor relationships and finance and funding opportunities

We are looking for six representatives with strong skills, knowledge, experience and interest in sustainable growth of permanent affordable housing stock in our Shire.

Please see Terms of Reference for additional details.

For applicant's information, the Selection Criteria are:

1. Strong skills, knowledge, experience and networks across more than one of the 12 expertise areas of the skills matrix.
2. Understanding of, or demonstrated capacity to learn, the opportunities and constraints of establishing a charitable organisation, and of delivering affordable housing.
3. A willingness and ability to contribute meaningfully to meetings in a fair and unbiased manner, looking beyond personal or representational interests for the broader benefit of the community;
4. Living in, holding close connections to the Shire, or a demonstrated interest in the Shire and the nature of the Trust; and
5. Ability to commit to the Advisory Panel term of appointment

Application Submission

Applications are to be submitted by midnight Monday 26th August 2024 via Shape Mount Alexander

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

If you have any questions, or wish to submit via other methods please contact Clare Richards at Mount Alexander Shire Council at:

Email: affordablehousing@mountalexander.vic.gov.au

Phone: (03) 5471 1700

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Expression of Interest



Advisory Committee to Mount Alexander Affordable Housing Trustee - Membership

Applicant Information:

To express your interest in participating in the Advisory Committee to the Mount Alexander Affordable Housing Trustee please complete the following:

Name:

Email:

Phone:

Provide an overview of your involvement in:

1. Similar charitable or for-purpose committees or boards, and/or
2. Any other community groups you are involved in and your role:

Outline your interest in affordable housing:

Please attach a brief outline of your skills, experience, knowledge and networks in response to each area of the skills matrix which applies to you.

Please also complete your brief self-assessment within the attached skills matrix.

No response is required to parts of the matrix which do not apply to you.

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Mount Alexander Affordable Housing Trust Advisory Committee: Skills Matrix Template

EXPERTISE CATEGORIES	CAPABILITIES	Name 1: Chair		Name 2: Vice-Chair		Name 3: Role 3		Name 4: Role 4		Name 5: Role 5		Name 6: Role 6		Name 7: Role 7		Non-voting Operational position	
		Proficiency	Interest	Proficiency	Interest	Proficiency	Interest	Proficiency	Interest	Proficiency	Interest	Proficiency	Interest	Proficiency	Interest	Proficiency	Interest
A	Charitable, Trust and NFP law (National & State) and governance																
B	Philanthropic fundraising																
C	Charitable/Not-for-profit financial management																
D	Community housing sector executive management																
D	Retirement/Aged Care/Disability/Youth/Family Violence housing sectors experience																
E	Board/Management Committee experience																
E	Executive (operational) governance																
F	Age																
F	Diversity (Gender, First Nations, CALD)																
F	Lived experience of long term renting/housing precarity/homelessness																
G	Land acquisition and development																
G	Residential and Commercial leases and contract law																

Proficiency level	
0	No experience or knowledge
1	Limited experience or knowledge
2	Reasonable experience or knowledge
3	Considerable experience or knowledge

Interest level	
N	Has no interest in applying this capability
Y	Is interested in applying this capability

Areas of Expertise	
A	Law and governance
B	Fundraising and grants
C	Finance and accounting
D	Housing Sector
E	Board and Executive experience
F	Diversity
G	Development, leasing and real estate



Terms of Reference

**Advisory Committee to the
Mount Alexander Affordable
Housing Trust
Terms of Reference**

PURPOSE

An Advisory Committee will be appointed to assist the Trustee of the Mount Alexander Affordable Housing Trust. The purpose of the Advisory Committee is to provide to the Trustee of Mount Alexander Affordable Housing Trust;

- Informed, balanced and fair advice based on objective evidence and broad engagement with the Mount Alexander community and key stakeholders
- Assistance in developing and maintaining donor relationships and fundraising activities

It is noted that the Advisory Committee's role is to advise the Trustee and it does not have decision making powers over the activities of the Trustee (in accordance with the Trust Deed and trust law). The role of the Advisory Committee will be further developed in consultation with the Trustee upon their appointment.

OBJECTIVES

- A. Form a diverse Advisory Committee with the breadth of personal and professional experience and attributes, skills, knowledge, community and professional networks to assist the Trustee to deliver outcomes
- B. Assist in meeting the objectives of the Deed of the Mount Alexander Affordable Housing Trust, including:
 - i. Advise on affordable housing needs and opportunities in the Shire
 - ii. Represent the community in an inclusive way that accounts for all affordable housing needs in the community
 - iii. Present informed, balanced and fair advice based on objective evidence and broad engagement with the Mount Alexander community
 - iv. Provide such advice free from personal or representational bias
 - v. Provide advice on potential projects and donation and funding opportunities in and for the community

And, prior to appointment of the Trustee:

- C. Assist in communications and engagement with the broader community, key stakeholders and potential donors to build a clear understanding of the purpose and scope of the Trust
- D. Work collaboratively with Council and any appointed fundraising consultant to develop and implement a fundraising strategy
- E. Assist in engaging with potential donors, particularly those considering donations over \$5,000.00
- F. Assist Council to assess potential inaugural project sites in relation to available funds
- G. Assist Council to assess Trusteeship models and determine a Trustee selection process that best meets the requirements of the Trust Deed and needs of our community
- H. Contribute to shortlisting of Trustee applicants

And, following appointment of the Trustee:

- I. Provide advice to assist the Trustee in long-term planning including considering major proposals of the Trustee such as acquiring land
- J. Provide the principle engagement point for the Trustee with the community
- K. Promote the Trust and its outcomes within the community and with stakeholders
- L. Actively assist the Trustee in developing and maintaining donor relationships and finance and funding opportunities

MEMBERSHIP AND ROLES

Membership is on a voluntary basis. There will be no financial payment for membership.

Unless otherwise agreed by Council, the Chair of the Panel will be a Councillor.

Council will formally appoint members to the Advisory Committee following an Expression of Interest and interview process.

Council's CEO and Housing Solutions Broker will support the Advisory Committee as non-voting members.

The Housing Solutions Broker will provide the Secretariat for meetings until the Trustee is appointed.

The Advisory Committee will consist of one Councillor and six other members, all selected on their response to the Skills Matrix and Objectives of the Advisory Committee.

Membership of the Advisory Committee will be selected not only on individual merits and attributes but also balance of skills, experience, knowledge and qualities across the whole committee as outlined in the Skills Matrix.

SELECTION PROCESS

An Expression of Interest process will be managed by the Housing Solutions Broker in collaboration with a Councillor, the CEO and two external experts in philanthropic trust management.

Members will be selected based on:

- Personal and professional experience and attributes, knowledge, skills and networks in relation to the Advisory Committee's Objectives, and
- Responses to the Skills Matrix

QUORUM

50% of members plus 1 and must include one Councillor (or delegate).

MEETINGS

Unless otherwise agreed, the Advisory Committee will meet in-person on a quarterly basis at a venue within the Shire. Additional meetings may be held by agreement of the majority members where necessary. It is expected that until the Trustee is appointed, during the establishment phase, that meetings may be required as often as every month.

The Advisory Committee agenda and documents will be distributed at least five working days prior to each scheduled meeting.

Notes from each meeting will be provided to all Councillors and reports for decision tabled at the next available Council meeting as an open or confidential item as required.

Members must attend 80% of scheduled meetings.

TERM OF APPOINTMENT

Members of the Advisory Committee will be appointed for a term of three years up to a maximum of six consecutive years for any one committee member.

Unless otherwise approved by Council, this Terms of Reference will be reviewed every four years.

Members may resign at any time by providing 3 months' written notice. In the event of a vacancy, a public expression of interest process will be conducted for the vacant position.

CONFLICT OF INTEREST

- a. Members are required to declare any conflicts of interests with any agenda items prior to the meeting.
- b. The Chair will determine what action should be taken if any conflict is declared.