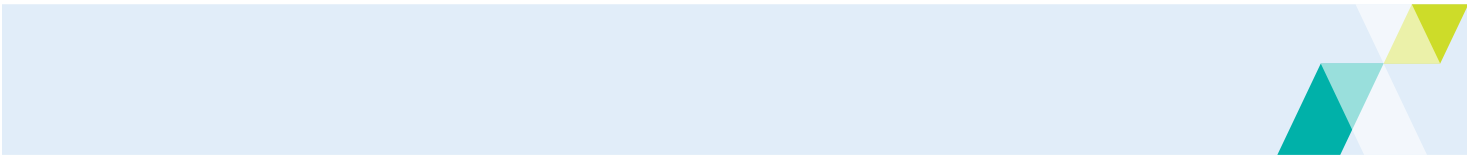


2024 Valuation Best Practice

Revised 31 January 2024

Specifications Guidelines







Valuer-General Foreword

Valuation Best Practice Specifications Guidelines (VBPSG) 2024 is the sixth set of the guidelines following changes to the *Valuation of Land Act 1960* (the Act) which made the Valuer-General responsible for all statutory valuations in Victoria and increased the frequency of revaluations from biennially to annually. VBPSG builds on doctrine developed by the industry since Valuation Best Practices (VBP) was introduced in 1998 and I recommend the guidelines be read in conjunction with other guidance papers issued by Valuer-General Victoria (VGV).

The 2024 VBPSG provides detailed guidance on the content, quality, and requirements for the 2024 general valuation. It is the legislated authoritative framework to be used statewide by valuers and valuation and rating authorities. VBPSG reporting requirements have been adjusted and clarified to ensure delivery of annual valuations that meet local government and state budgeting timeframes. Commencing from 1 July 2023, amendments to the Act allow for the Commissioner of State Revenue to request supplementary valuations from the valuation authority for the purpose of administering the new windfall gains tax, increasing the number of supplementary valuations required in some municipal areas.

Improvements to VBPSG are ongoing and up-to-date with the Act's requirements. They also consider future opportunities and reforms that support the coordination of authoritative statewide valuations.

The valuation authority and councils are responsible for managing and delivering the valuations. In addition, the Valuer-General has a statutory obligation to deliver and certify valuations to ensure statutory compliance. Given the enormity of the task and impact of the valuation on stakeholders, it is imperative the process is managed by following VBPSG.

The 2024 VBPSG helps define the role and relationship between the council, valuer and VGV. It provides a practical framework to assist councils and contract valuers to improve the quality of valuations and the process for conducting them.

VBPSG provides the foundations for required deliverables that enable certification. These include the specifications of stages 1 to 4, outputs and the data elements that will improve the integrity of property databases and the valuation record. More importantly, VBPSG identifies areas of good practice that support the valuation's management and delivery.

The VBPSG draws on the Valuer-General's audit procedures, legislative requirements, data and mapping systems, current technologies and valuation techniques. In particular, it provides continual improvement to general valuation standards by incorporating changes and initiatives that result from consultation with stakeholders, including industry, councils and municipal valuers.

VGV certifies the 2024 general valuation with reference to the 2024 VBPSG to ensure statutory compliance and valuation best practice standards are maintained throughout Victoria. Every general valuation has significance to state government, local government and the public. It is therefore imperative that anyone providing valuations under the Act follows the VBPSG to ensure quality, consistency and equity in the valuation process.

I trust that users of VBPSG find it a useful resource to meet the requirements of the 2024 annual general valuation and look forward to continuing our work with all stakeholders to improve statewide valuation standards.

Robert Marsh
Valuer-General
June 2023



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Functions of the Valuer General

The functions of the Valuer-General are set out in Section 5 of the *Valuation of Land Act 1960* (the Act). The functions of the Valuer-General are:

- to carry out the duties conferred by the Act
- to cause general valuations and supplementary valuations to be made
- to establish and maintain the valuation record, and to make certain parts of the valuation record publicly available in accordance with Section 7D of the Act
- to collect and collate such evidence as thought necessary or desirable to assist valuers in the making of valuations
- to make available to valuers any evidence that may be of assistance in the making of valuations
- generally, to investigate and report to the Minister on any matter considered likely to improve the standard of valuing in Victoria.

Section 5AA of the Act sets out the requirements for the preparation, publication and amendment of the VBPSG. The provision allows the VBPSG to be amended during the revaluation period, to ensure any areas of uncertainty are addressed at the point they are identified. The publication process is intended to ensure that this process is fair and transparent.

To fulfil the Valuer-General's duties under the Act, valuation policies, practice notes and specialist guideline papers are available to valuers making valuations under the Act, via the VGV valuation software. These papers are provided to valuers in order to establish a consistent interpretation of the Act and any other relevant legislation or precedent. The papers are to be used in accordance with the Act for rating, levy and taxation valuations.

The papers will provide valuers with:

- a consistent methodology to undertaking valuations in accordance with VBPSG
- an interpretation of the legislative framework and any related precedent
- updates on legislative amendments.



1.0 Introduction

These guidelines are issued by the Valuer-General under the Valuation of Land Act 1960. These guidelines detail valuers' requirements in the valuation process.

The 2024 Valuation Best Practice Specifications Guidelines (2024 VBPSG) is a document made under Section 5AA of the *Valuation of Land Act 1960* (the Act), which sets out the following requirements in respect to the preparation of the guidelines.

- The Valuer-General must prepare the VBPSG at the commencement of every annual general valuation.
- The VBPSG must be published on the Valuer-General's website.
- The Valuer-General may amend the VBPSG during the revaluation period.
- The Valuer-General must publish any amendment to the guidelines on the website, specifying the nature of the amendment, the reason for it and the date the amendment is effective.

VBPSG provides a framework of processes, tasks and outputs required for the return of a general valuation that meets all qualitative and legislative standards approved by the Valuer-General.

1.1 Legislative requirements

This section highlights the components of a valuation return required under VBPSG and the Act, and any subsequent alterations to the valuation.

A valuation authority may only appoint a person or persons who hold(s) specified qualifications and experience to make valuations in accordance with Section 13DA of the Act. The qualifications and experience specified by the Minister for a person or persons making council rating valuations was gazetted on 5 May 2010 (See Appendix G).

2024 General valuation

A valuation authority must cause a general valuation for all rateable and non-rateable leviable land to be made, as at the prescribed date of 1 January 2024. Each separate occupancy on rateable and non-rateable leviable land must be computed at its net annual value, capital improved value and site value, and be allocated an Australian Valuation Property Classification Code (AVPCC).

In accordance with Sections 7AC and 7AD of the Act, the Valuer-General is required to determine if the valuation is generally true and correct and accordingly certify to the Minister. As such, VGV audits the valuation submissions in stages and notifies of satisfactory progress (certification) or issues a rectification notice.

Supplementary valuations

A valuation authority appoints a valuer with the requisite qualifications to carry out supplementary valuations in circumstances provided by the Act, as at the prescribed date of 1 January 2024.

A supplementary valuation may be made only in circumstances provided under Section 13DF, 13L, or 13P (commencing from 1 July 2023) of the Act. The Valuer-General must cause a supplementary valuation to be made if requested by council or the Commissioner of State Revenue. The valuer must return a report of the supplementary valuation in the prescribed form to the Valuer-General for certification. The Valuer-General must give that valuation to the relevant council within 10 business days of it being returned by the valuer, or within 10 business days of the Commissioner requesting it.

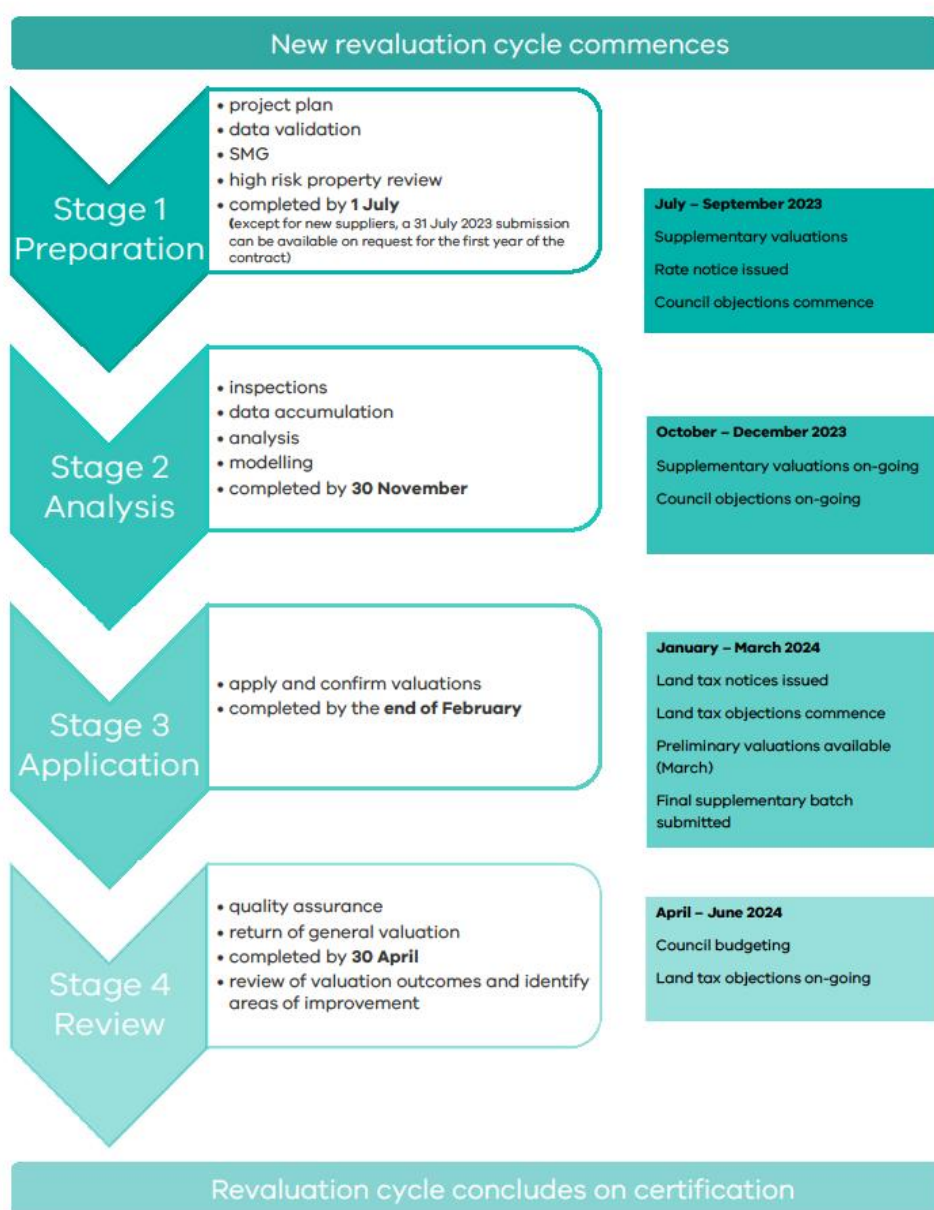
2024 Objections and applications to VCAT

Valuers are required to determine objections and manage applications to VCAT for review of a decision subsequent to the completion of the 2024 general valuation in accordance with Part 3 of the Act.

An objection, if referred to the valuer by the valuation authority, must be dealt with in accordance with Sections 20 and 21 of the Act. If the valuer considers an adjustment to the valuation is justified, a recommended adjustment is to be given to the Valuer-General for determination.

1.2 2024 Valuation process

The annual valuation process prescribed by VBPSG for the purposes of certification is divided into four stages. A summary of each stage is illustrated as follows. Section 2 sets out requirements for the 2024 general valuation in detail.





Stage 1 Preparation - project plan, data validation, SMG and HRP review

This stage involves general planning and preparation for the revaluation. It commences with an environment scan to understand requirements, systems, and resources. It requires that all assessments and valuation data are migrated from the previous revaluation into the VGV valuation software (VBPSG compliant valuation system) and reconciled for all changes. It confirms the sub-market groups (SMG) for sales analysis and valuation application. It also identifies and nominates high risk properties (HRP). It concludes with an agreement between the VGV contract manager and the contract valuer on the workplan (including QA) and nominated high risk properties. Such agreement will incorporate how and by whom these properties will be valued. The workplan will detail how the staged outputs are achieved and payment points.

Stage 2 Analysis - inspections, data accumulation, sales analysis and modelling

Stage 2 is the data collection and analysis stage. It comprises; collection of sales and leasing data, property inspections of sales (outliers and specialist properties/high risk properties), confirmation or collection of property attributes and any remedying of data gaps identified. This stage requires the contract valuer to return VBPSG outputs in accordance with the agreed project plan. It concludes with agreement between the VGV contract manager and the contract valuer on levels of value based on the analysis.

Stage 3 Application - apply and confirm valuations

Stage 3 comprises the final application of values to all properties following a review of sales available subsequent to Stage 2.

Stage 4 Review - quality assurance (QA) and return

Stage 4 comprises the return of the valuation to the Valuer-General, QA, completion of the valuer’s final report and provision of the returned valuation and data to the council.

1.3 Contract management

In accordance with the Act as amended on 20 December 2017, the transition period is complete and VGV is now the valuation authority for all Victorian municipalities. VGV’s delivery model for annual valuations will be a contract model.

1.4 Contacts

Should you require any further information regarding the 2024 general valuation, please contact Valuer-General Victoria: DTP on 9655 6666.

The following table shows where to email submissions or attachments to be certified and paid.

Type of Submission	Email Address
Revaluation stage	rating.valuations@delwp.vic.gov.au
Pre-committal supplementary valuations	valuation.authority@delwp.vic.gov.au
Supplementary valuations for certification	rating.valuations@delwp.vic.gov.au
Recommended objections	rating.valuations@delwp.vic.gov.au
Disallowance notices	attach to VGV approved software
Notification of risk to revenue, contentious, or point of law objection	valuation.authority@delwp.vic.gov.au

2.0 General Valuation 2024

This section sets out the requirements for the 2024 general valuation in detail.

A valuation authority is required to cause a 2024 general valuation to be made of all rateable and non-rateable leviable land for which they are responsible. The general requirements (Table 2A) and the timetable (Table 2B) for the revaluation are set out below.

Table 2A: General requirements

Topic	Requirements
General valuation	Site value (SV), capital improved value (CIV) and net annual value (NAV) for all rateable land and non-rateable leviable land completed by the due dates. Record all data, calculations, analysis and valuations electronically.
Statutory requirements	Comply with all statutory and regulatory requirements in the: <ul style="list-style-type: none">• Valuation of Land Act 1960• Local Government Act 1989 and 2020• Fire Services Property Levy Act 2012• Valuation of Land Regulations 2014 (to be re-made during the 2025 valuation cycle)
Qualifications	The valuer must hold the qualifications or experience specified by the Minister by notice published in the government gazette - refer Appendix G. All general valuation work is the responsibility of the person(s) appointed under Section 13DA(1) of the Valuation of Land Act 1960.
Data quality	Ensure the accuracy and quality of property databases is compliant with the schedule of data formats set out in this document.
Property inspections	Inspection requirements for each stage are detailed in outputs and tasks in these guidelines. Inspections must meet the required standard to comply with these outputs.
VBPSG stage requirements	All stage submissions are to comply with the VBPSG tasks and outputs as set out in Section 2 of these guidelines.
Meetings	Attend meetings called by VGV under Section 7 of the Valuation of Land Act 1960.



Table 2B: Timetable for 2024 General Valuation

Stage	Key tasks	Completion date (on or before)
1	Preparation - project plan, data validation, SMG and HRP review General planning and preparation for the revaluation. Provide a detailed project plan. Confirm sub-market groups. Identify and nominate high risk properties.	1 July 2023 (except for new suppliers, where 31 July 2023 will apply for the first year of the contract)
2	Analysis - inspections, data accumulation, sales analysis and modelling Data collection, analysis and value level setting.	30 November 2023 - multiple submissions suggested: residential, rural, commercial, industrial and specialist properties. Exact dates and number of submissions to be confirmed at stage 1 start-up meeting.
3	Application - apply and confirm valuations The valuation of all properties.	29 February 2024
4	Review – quality assure and return Quality checks, exception reporting, final adjustments. Valuation return, valuer’s final report, and provision of valuation databases.	30 April 2024

2.1 Stage 1 Preparation – project plan, data validation, SMG and HRP review

To be completed no later than 1 July 2023 (except for new suppliers, where 31 July 2023 will apply for the first year of the contract)

Stage 1



Analyse 2023 valuations, data, and audit reports to identify issues



Review planning, legal and industry developments that may affect the 2024 valuation



Confirm sub-market groups (SMGs) and high risk properties (HRP)



Prepare and detail project plan for delivery of the 2024 valuation



Make and provide statutory declaration of impartiality

- This stage comprises five main components. It commences with an environment scan to understand requirements, systems, resources and general preparation by auditing the data and valuations returned for 2023 to identify issues. Review any previously identified anomalies to the 2023 valuations and determine whether these were random or due to problem areas, confined to specific sub-market groups (SMGs) or property types.

2.1.1 Data Validation

- All assessments and valuation data are migrated from the previous revaluation and reconciled for all changes as a result of supplementary valuations or changes made to data by council.
- Confirm the responsibility of data elements between council and the valuer.
- Confirm all mandatory data elements.
- Confirm all data meets the data validation exception test.

2.1.2 Confirm Sub-Market groups and High Risk Properties

- Confirm the sub-market groups for sales analysis and valuation application.
- Identify and nominate high risk properties.

2.1.3 Project Plan

- Provide a detailed project plan in accordance with the VGV template that shows the completion dates for SMGs to achieve the stage time lines as prescribed.
- Agreement between VGV contract manager and contract valuer on the workplan including how quality assurance will be achieved and payment points.
- Agreement between VGV contract manager and contract valuer on nominated high risk properties. Such agreement will incorporate how and by whom these properties will be valued. The workplan will achieve the agreed staged outputs.
- Provide a signed statutory declaration as required under Section 13DH and 13O of the Act.

2.1.4 Templates

- VGV issues templates for each stage. The VGV 2024 Stage 1 templates are to be used by valuers to assist in meeting the VBPSG output requirements.

2.1.5 Stage 1 tasks and outputs summary

	Task	Output (provide electronically)
Preparation	Review and reconcile 2023 valuations and data collected to be used for the 2024 valuation. Ensure that SMGs are comprised of property types with similar attributes derived from analysed and recognisable criteria e.g. similar planning constraints.	Using the VGV templates: <ul style="list-style-type: none"> discuss any anomalies in the 2023 valuation data identified in the review list each SMG, its type (e.g. residential, commercial) and the number of assessments in each SMG.
	Research amended legislation, court decisions, planning amendments and industry developments that may impact upon the 2024 valuation.	Briefly describe how any of these factors may affect the 2024 valuation. Valuers may seek guidance from VGV as to any preferred valuation approach/principle where necessary.
	Determine SMGs requiring priority attention in the 2024 valuation.	List and justify any changes required to be made to SMG composition. List SMGs requiring focus in order of priority
Nominated Properties	List the nominated properties to be valued as high risk properties (HRP).	Provide a list of the nominated properties to be valued as HRPs, including assessment number(s), property name, AVPCC, brief description of the properties and nominated valuer.
Project plan	Provide the project plan. The project plan must address SMGs identified as needing priority review in 2024. Priority must be allocated to SMGs that: <ul style="list-style-type: none"> were identified as needing priority review in 2024. return results outside tolerances for statistical tests. show under or overvaluation on the tracking graphs (+/-20 per cent). had multiple objections. 	Provide an updated project plan as per Appendix H for all stages of the 2024 valuation that shows the completion dates for all SMGs and those SMGs to be inspected. The project plan may be reviewed during the valuation (in consultation with the valuation contract manager) to account for changed priorities, discovery of data or valuation anomalies.
Statutory declaration	Make statutory declaration to the valuation authority that the valuation and return will be impartial and true, as required under Section 13DH and 13O of the Act.	Provide a copy of signed statutory declaration

2.2 Stage 2 Analysis – inspections, data accumulation, analysis and modelling

To be completed no later than 30 November 2023



Stage 2 is the data collection and analysis stage for all properties. It includes; property inspections of sales, confirmation or collection of valuation data inputs and any remedying data gaps identified in Stage 1. It concludes with agreement between VGV contract manager and contract valuer on market movements and levels of value based on the analysis.

The main valuation processes occur within this stage, namely:

- field inspections are undertaken to amend data errors or other inadequacies identified
- sales are inspected and property data updated, where applicable
- rental and other relevant commercial evidence is collected
- sales and leases are analysed, levels set, and look-up tables are created
- valuation modelling in VBPSG compliant valuation system is confirmed as agreed with VGV contract manager and in accordance with the VLA
- the valuation models are run, and statistics and spatial maps are produced to test validity of the valuation and identify anomalies

2.2.1 Data collection

The data collected will be of sufficient quality to meet the requirements for certification.

Where applicable, this may include up to date:

- sale and/or lease information on the property
- rent and outgoings schedules
- details of both land and building areas
- financial statements
- asset schedule (including plant and equipment) and reconciling balance sheet
- details of any planning amendments/permits affecting the property since the previous valuation
- changes to property since the previous revaluation (if not reflected in a supplementary valuation)
- data as specified in the specialist guideline papers for nominated HRP, if applicable.

2.2.2 Sales and rental information

Sale and rental information from both within and outside the municipality (where available) must be sought and analysed, including a detailed analysis of incentives applicable to rental information.

2.2.3 Treatment of non-fixed chattels

An allowance for chattels in the sales analysis is only appropriate if these items are identified as non-fixtures and listed with the sale price/contract.

2.2.4 General inspection program

Inspections must ensure that the valuation data held is VBPSG compliant and of sufficient quality to meet the requirements for certification. An external inspection of all other property is to be on a five-year rolling program. A five-year rolling program means that after five years all assessments have been physically inspected externally. All inspections are to be recorded in the VBPSG compliant valuation system.



The program includes:

- a five yearly rolling inspection of all assessments within the municipality
- all sales/leases
- all supplementary valuations
- anomalies detected in tracking graph (refer to Appendix B)
- anomalies found after the initial running of the valuation model completed as part of Stage 2
- objections to or enquiries on the 2023 general valuation
- an external inspection of each HRP property is required.



2.2.5 Valuation tolerances

The following valuation tolerances are to be used for determining models for Stage 2:

Residential and Rural

Sale ratio statistics	Tolerance
Median sales ratio	0.90–1.0
Price related differential	0.98–1.03
Coefficient of Dispersion	<10
Value Shift Statistic - Difference between average change in SV and CIV for sold and unsold properties, and NAV for leased and 'other' properties	<10 per cent

Commercial and Industrial

Sale ratio statistics	Tolerance
Median sales ratio	0.85-1.0
Median Site Value sales ratio	0.90–1.0
Median Rental ratio	0.85–1.0
Coefficient of Dispersion	<15.0
Difference between average change in SV and CIV for sold and unsold properties, and NAV for leased and 'other' properties	<10 per cent

For further information refer Appendix B, C and D.

2.2.6 Templates

VGW issues templates for each stage. The VGW 2024 Stage 2 templates are to be used by valuers to assist in meeting the VBPSG output requirements.

2.2.7 Questionnaires

The VLA has specific provisions enabling property valuers to request property information for the revaluation. Valuers are required to have attained sufficient data to enable a valuation, that meets all the requirements as set out in these Guidelines, to be made. This may be by seeking of rental or other information through the use of questionnaires or other appropriate methods. Valuers will be required to send out rental questionnaires from time to time as per the valuer's contract with VGW. Council must assist valuers in the provision of postal address details for this purpose.

A VGW contract valuer may wish to request other additional information as part of the revaluation.

2.2.8 Stage 2 tasks and outputs summary

	Task	Output (provide electronically)
Preparation	<p>Reconfigure SMGs identified for review at Stage 1</p> <p>Prepare sales database from council records and all other available sources.</p> <p>Formally request property data under Section 3A of the Act to obtain where applicable:</p> <ul style="list-style-type: none"> • current lease and occupancy information • building areas • relevant property data on special use properties. <p>Prepare rental database from surveys and tenancy/outgoings schedules and other sources.</p>	<p>Use the 2024 VBPSG templates.</p> <p>Document any amendments to the composition of all SMGs since Stage 1 and advise VGV prior to submission of Stage 2.</p> <p>Report on the methods used to collect up to date rental information and comment on the standard of data obtained.</p> <p>Where rental questionnaires are sent out, report the number sent and the percentage returned.</p> <p>Report on the percentage of current rental data referenced against the total number of leased properties.</p> <p>The data collected must be of sufficient quality to meet the requirements for certification.</p>
	<p>Apply valuation model improvements to leverage VGV valuation software changes</p>	<p>Utilisation of latest VGV valuation software upgrades to reduce modelling table numbers and maximise calculation capability</p>
Sales Analysis Residential & Rural	<p>Conduct a sales analysis for each SMG or group of SMGs:</p> <ul style="list-style-type: none"> • track sales since January 2023 as set out in Appendix C • inspect sale properties and correct/collect property data in compliance with VBPSG • check information on sale properties against existing valuation and its data and correct errors where necessary • determine sales to be used in analysis • analyse sales evidence on corrected data. 	<p>Classify all sales from 1/1/2023 into the following categories:</p> <ul style="list-style-type: none"> • simp (sale improved) • svac (vacant land sale) • ex (excluded sale) • trk (tracking sale). <p>Provide tracking graph and consider market shifts since the 2023 valuation for each SMG. Comment on whether applied values capture market shifts.</p> <p>Provide valid justification for sales that have been excluded.</p> <p>Display and describe the method used to analyse sales for:</p> <ul style="list-style-type: none"> • vacant land • improved properties. <p>The analysis must ascribe a value to each component of the property so that the sum of each equates to the sale price: (capitalisation/direct comparison)</p> <ul style="list-style-type: none"> • land (e.g. \$/m², \$/ha, \$/lot) • main dwellings/buildings (e.g. \$/building \$/m²) • minor buildings • other improvements. <p>Provide the following information to clarify the sales analysis methodology:</p> <ul style="list-style-type: none"> • legend for spreadsheet codes, row or column headings or other descriptors • impact of planning scheme or other planning issue



Task	Output (provide electronically)
	<ul style="list-style-type: none"> • impact of heritage registration or related issue • impact of permit or permit refusal • allowances for site improvements.
<p>From sales analysed, develop level of values to be applied.</p>	<p>Provide:</p> <ul style="list-style-type: none"> • adopted levels of value for components used in valuation calculations (e.g. value ranges, look-up tables, matrices) <p>adjustment or influencing factor tables that adjust the adopted levels of value in the valuation calculation (e.g. age, condition, area, location, or any other negative or positive influencing factors).</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Sales and Lease Analysis Commercial and Industrial</p>	<p>Analyse lease evidence to:</p> <ul style="list-style-type: none"> • check lease information against existing valuation and its data • update database with current lease information • analyse outgoings reported in leases on the same basis as applied in the valuation (i.e. net to net) • determine the appropriate unit of comparison to be applied • nominate which rentals are analysed or excluded • calculate a rental ratio using analysed rents. <p>Display and describe the method used to analyse leases.</p> <p>Updated lease data to be shown in spreadsheets.</p> <p>Classify all rentals into the following categories:</p> <ul style="list-style-type: none"> • AR (analysed rent) • ER (excluded rent). <hr/> <p>Collect sales data on commercial, industrial and specialist properties:</p> <ul style="list-style-type: none"> • prepare a sales database from all available sources • inspect all sale properties, confirm property data • reconcile sales comprising multiple assessments with respective header assessment <p>Analyse sales to an appropriate unit of comparison including:</p> <ul style="list-style-type: none"> • sales of vacant and near-vacant land • improved sales to derive an 'analysed site value' • added value of improvements • calculate passing yields on leased sale properties and imputed yields on properties sold with vacant possession • direct comparison rates <p>Classify all sales from 1/1/2023 into the following categories:</p> <ul style="list-style-type: none"> • simp (sale improved) • svac (vacant land sale) • ex (excluded sale) • trk (tracking sale) <p>Provide valid justification for sales that have been excluded.</p> <p>Include sales analysis spreadsheets.</p> <p>Each sale to be analysed down to the adopted unit of comparison for the respective property types.</p> <p>Provide a report with the following information to clarify the sales analysis methodology:</p> <ul style="list-style-type: none"> • legend for spreadsheet codes, row or column headings or other descriptors • impact of planning scheme, zoning, permit or permit refusals or other planning issues • impact of heritage registration or related issues • any other allowance made in analysis.



	Task	Output (provide electronically)
	<p>Develop levels of value to be applied from analysed sales and lease information</p>	<p>Provide look-up tables/matrices derived from sales analysis for:</p> <ul style="list-style-type: none"> • site values • capitalisation rates • improvement values • adjustment or influencing factors adopted. <p>Address by SMG in submission:</p> <ul style="list-style-type: none"> • key sales used and brief market commentary • adopted levels of value for components used in valuation calculations (e.g. value ranges, look-up tables, matrices) • adjustment or influencing factor tables that adjust the adopted levels of value in the valuation calculation.
<p>Statistics, exception reporting and mapping</p>	<p>Calculate sales ratio and value shift statistics on completed valuations.</p> <p>Conduct exception reporting and valuation mapping.</p>	<p>Provide the valuation statistics for nominated SMGs or groups of SMGs, as per the project plan and for all SMGs where VBPSG statistical tolerances are not achieved, including the following.</p> <p>Provide individual sales ratio on sale properties (refer Appendix C).</p> <p>Provide a summary of sales ratio statistics for each SMG.</p> <p>Discuss the conclusions drawn from the sales ratio statistics, providing justification where tolerances have not been met.</p> <p>Discuss conclusions drawn for SMGs where few sales exist. When there is no sale evidence for a SMG, discuss how levels of value and influencing factors have been applied.</p> <p>Provide value shift statistics for sale and non-sale properties – as set out in Appendix D – and provide reasons if tolerances were not met.</p> <p>Provide exception reports as set out in Appendix E.</p> <p>Provide analysis of valuation GIS maps as per Appendix F.</p>

2.3 Stage 3 Application – apply and confirm valuation

To be completed no later than 29 February 2024

Stage 3



Collect and analyse sale and rental evidence



Confirm value levels developed with additional evidence



Complete valuations for all assessments



Produce and analyse required statistics



Review mapping for consistency of application



Conduct exception reporting

This stage requires the undertaking of valuations for all properties using the nominated valuation software (VBPSG compliant valuation system) or VGV nominated property templates. If templates are unavailable, a separate spreadsheet setting out the detailed valuation methodology and calculations for each nominated property is required. If separate templates or spreadsheets are used, the resulting valuations must be updated into the VGV valuation software.

2.3.1 Valuation tolerances

The following valuation tolerances are required to be met for Stage 3 certification:

Residential and Rural

Sale Ratio statistics	Tolerance
Median sales ratio	0.90–1.0
Price related differential	0.98–1.03
Coefficient of Dispersion	<10
Value Shift Statistic - Difference between average change in SV and CIV for sold and unsold properties, and NAV for leased and 'other' properties	<10 per cent

Commercial and Industrial

Sale Ratio statistics	Tolerance
Median sales ratio	0.85-1.0
Median Site Value sales ratio	0.90–1.0
Median Rental ratio	0.85–1.0
Coefficient of Dispersion	<15.0
Difference between average change in SV and CIV for sold and unsold properties, and NAV for leased and 'other' properties	<10 per cent

For further information refer Appendix C and D.

2.3.2 Templates

VGV issues templates for each stage. The VGV 2024 Stage 3 templates are to be used by valuers to assist in meeting the VBPSG output requirements.

Every assessment must be included in the VGV Stage 3 template. If a Stage 3 property is valued in accordance with a specialist guideline paper, the template issued in accordance with the guideline should be submitted in addition to the Stage 3 template.



2.3.3 Stage 3 tasks and outputs summary

	Task	Output (provide electronically)
Final valuation	<p>Complete valuations for all assessments</p>	<p>Valuer’s confirmation letter advising VGV that valuations for all assessments has been completed.</p> <p>The final submission is subject to VGV receiving the valuer’s confirmation letter.</p> <p>Provide the valuation data for all SMGs, including the following:</p> <ul style="list-style-type: none"> • all components used to calculate valuation (including data elements, value tables, individual adjusters, codes, descriptors, value drivers etc.) • base site value • all site influence factors used (percentage change) and total site influence adjustment • total value for main building • all main building influences (percentage change of each) and total building influences • total value for minor buildings • all minor building influences (percentage change) and total of influences on minor buildings • total value for improvements • last sale price, date and sale use. <p>Provide annotation or documentation to explain the application of adopted values, calculation of any valuation and how the valuation calculation works.</p> <p>Provide spreadsheet codes, row or column headings (include legend).</p>
Statistics, exception reporting and mapping	<p>Calculate sales ratio and value shift statistics on completed valuations.</p> <p>Conduct exception reporting and valuation mapping.</p>	<p>Provide individual sales ratio on sale properties (refer Appendix C).</p> <p>Provide a summary of sales ratio statistics for each SMG.</p> <p>Discuss the conclusions drawn from the sales ratio statistics, providing justification where tolerances have not been met.</p> <p>Discuss conclusions drawn for SMGs where few sales exist. When there is no sale evidence for a SMG, discuss how levels of value and influencing factors have been applied.</p> <p>Provide value shift statistics for sale and non-sale properties – as set out in Appendix D – and provide reasons if tolerances were not met.</p> <p>Provide exception reports as set out in Appendix E.</p> <p>Provide analysis of valuation GIS maps as per Appendix F</p>

Stage 3 must be submitted to VGV in a single submission with all assessments if the VGV valuation software permits.

Stage 4 Review – quality assurance and return of general valuation

To be completed no later than 30 April 2024

This stage is the return of the final valuation in the prescribed form to the valuation authority and the provision of a statutory report (Section 7AA and 7AD of the Act) to the Valuer-General.

Stage 4



*Return the
2024 valuation in the
prescribed form*



*Quality assure
the general valuation*



*Conduct
exception reporting*



*Affirm the
return of the 2024
valuation*

2.4.1 Valuation return

The 'return' of the 2024 general valuation requires the valuer to give to the valuation authority the complete and final general valuation, accompanied by a signed and dated declaration.

2.4.2 Certification

If the Valuer-General is satisfied the return is in the prescribed form and the valuation is generally true and correct, the Valuer-General may certify this to the Minister, who may declare that a valuation is generally true and correct, and suitable to be adopted and used for the purpose of any rating authority.

2.4.3 Templates

VGV issues templates for each stage. The VGV 2024 Stage 4 templates are to be used by valuers to assist in meeting the VBPSG output requirements.

2.4.4 Stage 4 tasks and outputs summary

	Task	Output (provide electronically)
Return of valuation	<p>Statutory return of general valuation to valuation authority.</p> <p>Prepare report of valuation:</p> <ul style="list-style-type: none"> report of general valuation QA undertakings <p>Ensure the totals of the valuation record and the report of general valuation match.</p> <p>Carry out exception reporting as per Appendix E.</p> <p>Ensure all mandatory fields have been validated and completed in accordance with the requirements outlined in Section 6.</p>	<p>Provide exception reports as per Appendix E. Where exceptions are identified, provide valid reason.</p> <p>Provide:</p> <ul style="list-style-type: none"> the 2024 general valuation in the prescribed form. QA report of the general valuation Declaration of valuation return.

3.0 Australian Valuation Property Classification Code

The Australian Valuation Property Classification Code (AVPCC) is a classification system that ascribes a code to land based on its existing use. This section describes the importance and hierarchy of the AVPCC.

The Australian Valuation Property Classification Code (AVPCC) is a classification system that ascribes a code to land, based on its existing use. The AVPCC (in addition to Site Value, Capital Improved Value and Net Annual Value) forms part of every valuation in accordance with the Valuation of Land Act 1960 (the Act). The AVPCC is treated as part of the valuation in force, therefore any change to an AVPCC that gives rise to a change in the land use classification (for the purposes of the Fire Services Property Levy) can only be made pursuant to the supplementary valuation or objection provisions of the Act.

The valuer is to ascribe an AVPCC to each occupancy as per the Act. This is independent of any rating authority's use of the valuation for rating, levying or taxing purposes.

If a change to an AVPCC changes the land use classification under the Fire Services Property Levy Act, the council must be notified and the changes processed as a supplementary valuation as per the Act.

The national implementation of such codes is seen as assisting in the identification and comparison of land valued for rating, taxing and levy purposes throughout Australia. In Victoria it enables valuers to identify various land uses and group them for comparison purposes – in addition to their property attributes – to enable the making of the valuation. It also creates the ability to map and analyse valuation data in accordance with an AVPCC.

The AVPCC is a code up to four digits intended to describe a land use based on a hierarchical code system represented by a primary, secondary and tertiary classification.

3.1 Code Hierarchy

The codes are allocated upon consideration of the following criteria:

3.1.1 Primary code or first digit

Relates to the functional dimension of the property. Function refers to the economic function or type of industry using the land. The industry or economic function may often be closely associated with land use zoning.

3.1.2 Secondary code or second digit

The secondary code or second digit relates to the activity dimension of the property. The activity refers to the actual use of the land based on what takes place in physical or observable terms.



3.1.3 Tertiary code or third digit

The tertiary code or third digit relates to the structural dimension of the property. Structure refers to the type of buildings or improvements on the land. This embodies the utility of the space (in a building) or land (without buildings). This may be defined by a recent planning or building permit and/or the building/improvements situated thereon.

To further define some uses, some tertiary codes have sub-groups with a decimal place in the code. The AVPCC best capturing the predominant use by applying the method prescribed above is recommended.

The codes are not meant to describe the value drivers of the land such as size, age or other factors such as ownership or property characteristics. The AVPCC is intended first and foremost as a simple way of assigning a land use category that best translates to the codes. Accompanying descriptors to better define the most appropriate AVPCC for valuers have been provided in the 2024 VBPSG.

The AVPCC are grouped into the following categories, by primary code:

- Residential
- Commercial
- Industrial
- Extractive Industries
- Primary Production
- Infrastructure and Utilities
- Community Services
- Sport, Heritage and Culture
- National parks, conservation areas, forest reserves and natural water reserves
- Cancelled/Non-Active Assessments.

The table in Appendix A lists the AVPCC.

4.0 Supplementary Valuations

Supplementary valuations are made under certain circumstances where changes affect a valuation

Supplementary valuations must be completed in accordance with the Valuation of Land Act 1960 and these Guidelines.

A council, collection agency or the Commissioner of State Revenue (SRO) can request the Valuer-General to cause a supplementary valuation of rateable and non-rateable leviable land only under circumstances prescribed in Section 13DF, 13L or 13P of the Act. Any supplementary valuation must be treated as a part of the valuation in force and cancels the existing valuation, subject to a nominated date under Section 13DFB(2A) of the VLA.

Councils, collection agencies or the SRO are responsible for initiating a supplementary valuation.

All supplementary valuations are to be submitted to VGV by the valuer for preliminary checking prior to committal. Council may request access to preliminary checks for supplementary valuations initiated by council. All assessments associated with a supplementary valuation must be included within the same batch. For example, if a subdivision occurs any assessments created should be contained within the same supplementary batch as the parent property. Once checked, VGV and the council will confirm whether any changes are required. No additional assessments can be added to a supplementary valuation submission after the preliminary check of the submission has been completed.

Only supplementary valuations that are carried out in accordance with the VLA should be submitted by the valuer for certification.

Figure 4A depicts the supplementary valuation process and the responsible parties

Supplementary valuations under Part II and Part IIA of the Valuation of Land Act 1960

Councils and collection agencies are required to create supplementary valuation batches in VGV approved software and the council's corporate system for the purpose of Part II (valuations for Local Government Act 1989 and rateable land) and Part IIA (valuations for Fire Services property Levy Act 2012) of the Valuation of Land Act 1960.

All data elements that council has responsibility to provide are listed in section 6 of these Guidelines, including planning and building information, required by the valuer to complete the supplementary and must be provided either electronically or entered manually into the software. Where necessary, hard copies or other documents need to be provided directly to the valuer.

Councils must:

- process the creation, cancellation, and change of rateability and/or leviability via a supplementary valuation;
- provide a supplementary reason that cites the relevant clause under section 13DF or 13L of the VLA;
- consider, in the case of supplementary valuations resulting from splits and consolidation, the creation of new assessment numbers (ANs) rather than retaining existing AN's. The integrity of the database is therefore maintained. An original assessment number is to be provided in all instances.

Supplementary valuations under Part IIB of the Valuation of Land Act 1960

Supplementary valuations for the windfall gains tax will commence from 1 July 2023. Under section 13Q of the VLA, the valuation authority must carry out a supplementary valuation if a request is made by the Commissioner of State Revenue under Section 13P. Valuers should note that these Guidelines apply for supplementary valuations arising from a request under section 13P.



The SRO will provide early notification to VGV of the adoption of rezoning of properties as part of a Planning Amendment. This early notification will provide essential lead time for VGV and the valuers to prepare for subsequent supplementary valuations that are expected to be requested when the planning amendment proceeds from being 'adopted' to being approved and gazetted.

A formal supplementary valuation request from the SRO will subsequently occur when a Planning Scheme Amendment (with or without changes) becomes gazetted. The supplementary valuation is to be provided by the valuer within 10 business days of the request being received.

The supplementary valuation request will provide details of the property for which the SRO requires a supplementary valuation. It will also include relevant PDF map files and spatial data (Amendment Level) relating to the Planning Scheme Amendment.

The supplementary valuation is to reflect the Site Value (SV) Capital Improved Value (CIV) and Net Annual Value (NAV) **after** the Planning Scheme Amendment. Additionally, the SRO will require the existing SV, CIV and NAV in place **before** the Planning Scheme Amendment reflecting the previous planning ordinance of the land.

The SRO will send through all relevant properties in a package (including the Map PDF and Spatial files) via the VGV software system at the time of adoption and also at the time of formal supplementary valuation requests.

4.1 Certification of supplementary valuations

In accordance with Section 13DFA(1) or 13M(1) of the Act, the valuer must submit a report of the valuation in the prescribed form to the Valuer-General within one month of returning supplementary valuations to the valuation authority, council or the collection agency.

VGV's supplementary valuations template must be used by valuers for VBPSG output requirements.

Supplementary valuations

Tasks	Outputs
Undertake supplementary valuation	Calculate valuation as at the prescribed date
Inspect property, update/input data for supplementary valuations	Return valuations to valuation authority within required timeframe
Valuation return	In accordance with Section 13DFA(1) and 13M(1) of the Act, submit a copy on the VGV supplementary valuation template, according to statutory requirements.

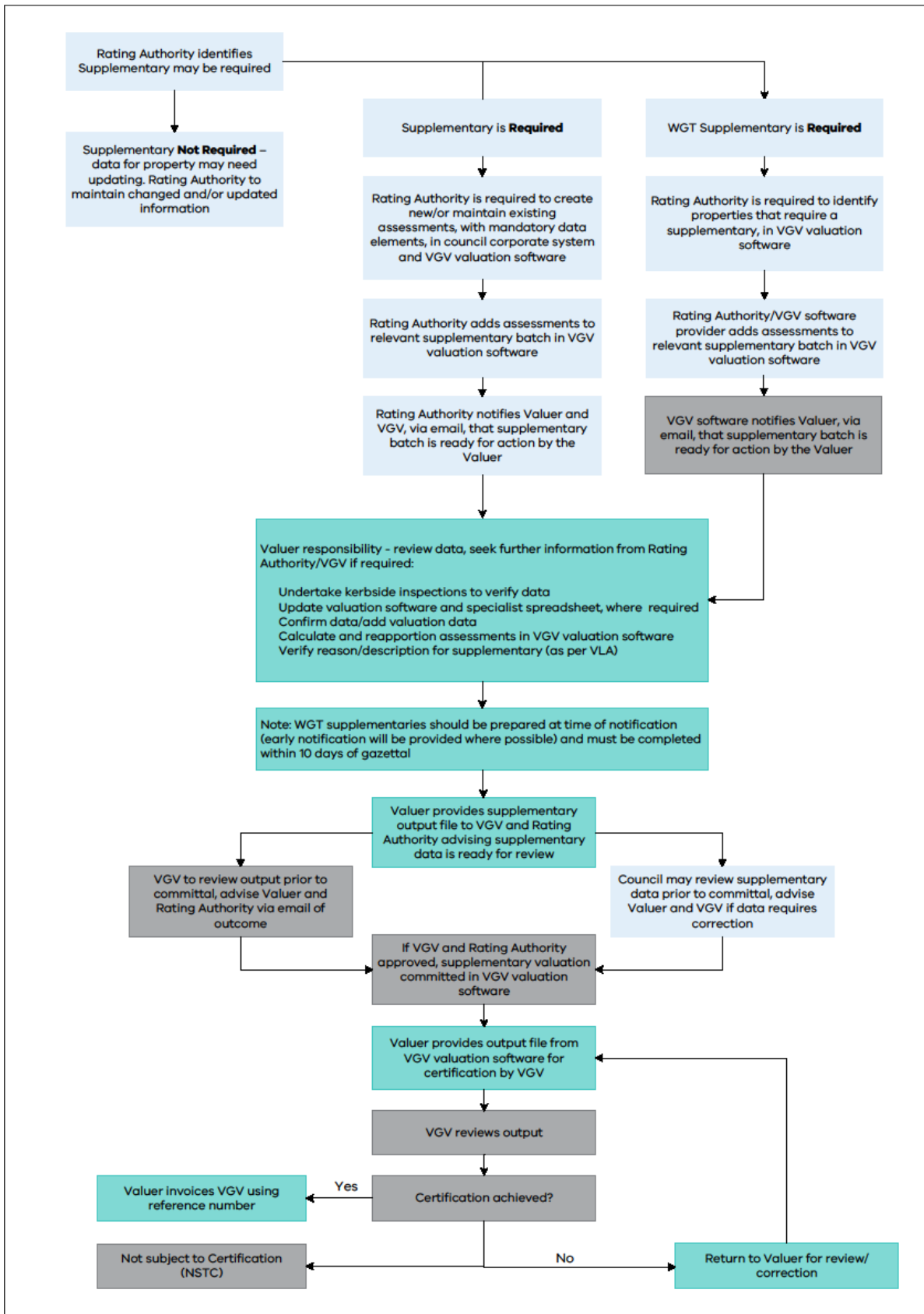


Figure 4A supplementary valuation process and the responsible parties



5.0 Enquiries, objections and applications to VCAT

This section describes a valuer's role in managing valuation enquiries, objections and applications to VCAT

5.1 Enquiries

Handling of initial enquiries is the rating authority's responsibility. A prompt and informed response to enquiries is important to achieve a satisfactory outcome and may result in a reduced incidence of objections lodged. The rating authority's customer service standards are to be followed.

The valuer is required to respond to and resolve all forwarded enquiries; or, respond as directed by the valuation authority for the duration of the contract, within required response times.

5.2 Objections

An objection to a valuation notice or land tax assessment must be lodged with the authority that issued the notice. The authority is responsible in determining if the objection received is valid and lodged within time.

An objection can be lodged in the valuation objection portal or in writing with the authority that issued the notice. All objections are to be entered into VGV approved software including a copy of the objection form.

Supplementary valuations for the windfall gains tax will commence from 1 July 2023. Valuers should note that these Guidelines apply for objections relating to supplementary valuations arising from a windfall gains tax event.

Land and windfall gains tax objections will be referred directly to VGV and the valuer by the SRO. VGV will electronically submit the objection to the valuer who will record the valuation objection and associated information into the VGV approved software including attaching a PDF objection form.

In dealing with an objection valuers must comply with all relevant statutory and regulatory requirements. All matters and correspondence relating to an objection must be stored within the VGV approved software.

If the objection relates to a land or windfall gains tax notice, a copy of the valuer's notice of decision (disallowance) or recommendation (recommended notice) must also be sent to the SRO as per section 21A of the VLA. Disallowance notices issued should not include any commentary or conditions. All objection correspondence should refer to the applicable VGV letter templates and all correspondence must be stored within the VGV approved software.

If a council does not use VGV valuation software, the objection will be emailed by SRO (with attachments) to the valuer responsible for determining the outcome of the objection. The Valuer is to review and complete the objection in accordance with the VLA. A weekly objection report is to be provided to VGV.

Any objection that;

- involves a point of law;
- requires an interpretation of the VLA; or
- will have a significant effect on any rates or taxes levied

must be referred to the VGV before the objection is determined.

All objections referred to the valuer must be determined in accordance with Part 3 of the Act. Any objection lodged within time needs to be determined within four months.

The valuer is required to provide customer service levels that can respond to valuation enquiries and objections throughout the objection period. All enquiries and objections must be responded to in accordance with contract requirements and statutory guidelines. The valuer needs to maintain a record of all documentation and



correspondence (in the VGV approved valuation system) necessary to determine the objection and support any recommendation of adjustment.

If a valid objection is lodged, the valuer must provide the objector with a reasonable opportunity to discuss their objection and the valuer is required to determine the valuation objection and advise the objector in writing of his/her decision within four months of receiving the objection:

- if an adjustment is warranted, a recommendation notice in the required form is to be issued to VGV and a copy provided to the objector. If approved, VGV will issue a confirmation notice. An adjustment to the valuation of a valid objection can only be made once VGV has confirmed the recommended adjustment.
- if an adjustment is not warranted, a written notice of no adjustment to the valuation must be provided to the objector and the State Revenue Office advised if applicable.
- if an objection is not determined within four months of receipt, it will be deemed that the objection has been disallowed. The objector will then have the right to make an application for review to the Victorian Civil and Administrative Tribunal (VCAT). Section 22(8) of the Act allows the valuer and the Valuer-General to give an objector notice of a decision outside the timeframes.

Only contested value(s) displayed on Allowance/Disallowance notice generated from VGV valuation system

An objection to a valuation must give particulars of the bases of valuation to which the objection is made. Valuers should therefore only commit a recommendation or issue a notice of disallowance to the valuation base/s to which the objection is made on the prescribed form. A valuation base/s that have not been objected to are required to be left blank on the notice of recommendation (NOR) or notice of disallowance (NOD).

If an objection is received without contended value(s), and a contended value(s) is not provided during the objection review process, the recommended or disallowed value(s) will **not** be displayed on the NOR or NOD. If the objector chooses not to contest value(s) then these figures will remain blank on the NOR or NOD.

Valuers however have the ability to edit the Requested values field in the VGV valuation software, to activate the recommended/disallowed values on the NOR or NOD (the valuer will be required to enter a numerical figure in the Requested values field, triggering the Original Value and Approved Value to be displayed on the NOR). Valuers must use the notes section on the objection in the VGV valuation system to record any additional comments, correspondence or edits undertaken. For example:

- the objector provided further information, email correspondence included as attachment
- the NAV was adjusted as it must be 5% of the CIV

Section 16(8) of the Act states that a person who receives a valuation made by the Commissioner, or made for the Commissioner by the valuer general (or a valuer nominated by the valuer general), is not aggrieved under section 16(1) of the Act. Any objection received from the State Revenue Office (SRO) under these conditions should be returned to the SRO.

Council, as the rating authority who issues the notice, receives the objection and is therefore responsible to determine if the objection is valid and lodged within time. VGV recommend that the time for lodging an objection be determined by allowing 2 months from the issue date of the valuation/rate notice plus a reasonable allowance for the postage of both the valuation/rate notice and objection notice where applicable. Postage times will vary between metropolitan and regional areas. Council has no legal power to accept an objection outside this time frame.

All valid objections lodged with council are to be entered in VGV approved software including attaching a PDF objection form. VGV considers these actions to represent the referral to both the Valuation Authority and the valuer in accordance with the VLA.

Land and windfall gains tax objections will be referred to the VGV via the SRO API. The SRO API electronically submits the objection and all attachments into VGV valuation software. If the Council and the associated Property number selected by the land tax objector, do not match to a property in VGV valuation software, the objection and all attachments will be emailed by SRO to VGV and the valuer responsible for determining the outcome of the objection.



In this instance, the Valuer is required to enter the objection and attachments into VGV valuation software and review and complete land tax objection in accordance with Valuation of Land Act 1960.

If a council does not use VGV valuation software, the objection will be emailed by SRO (with attachments) to VGV and the valuer responsible for determining the outcome of the objection. The Valuer is to review and complete land or windfall gains tax objection in accordance with Valuation of Land Act 1960. A weekly objection report is to be provided to VGV.

Figure 5A shows the process for dealing with an objection and the responsible parties.

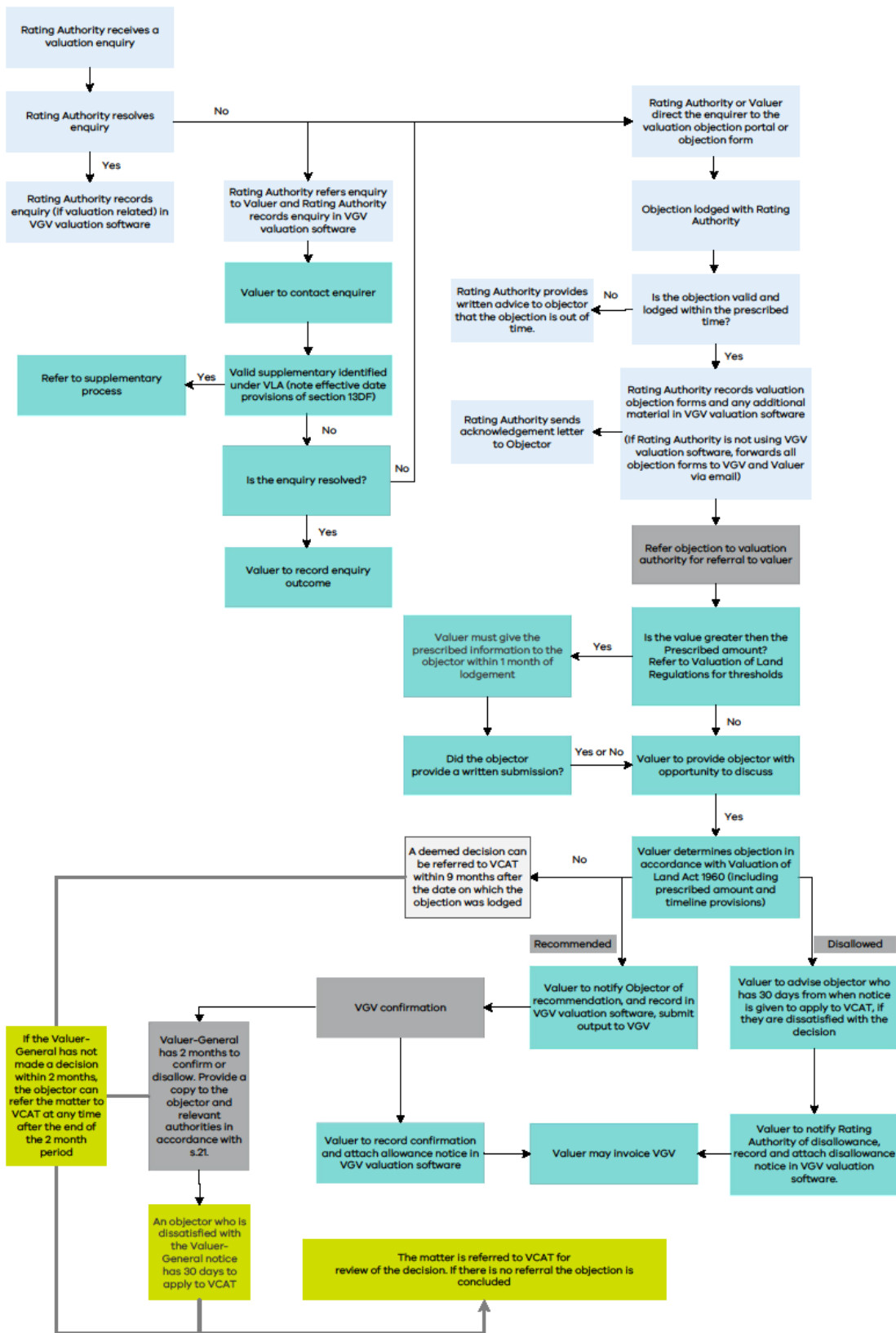


Figure 5A : Valuation objection process



Once a valuation objection has been referred valuers must comply with all relevant statutory and regulatory requirements. As the VGV is the valuation authority it is extremely important that our valuers are seen to be model litigants, therefore all statutory requirements and timelines must be met. In particular, adhering to the VLA provisions related to the timing of obligations and the exchange of information where the prescribed amount is exceeded.

The valuer is to determine then conclude the outcome of all objections within VGV approved software, including completing all relevant fields and attaching a signed copy of recommendation notices and disallowances in VGV approved software. If the objection relates to a land or windfall gains tax notice, a copy of the valuer's notice of decision (disallowance) or recommendation (recommended notice) must also be sent to the SRO as per section 21A of the VLA.

Disallowance notices issued should not include any commentary or conditions.

All objection correspondence should refer to the applicable VGV letter templates. All correspondence must be stored within VGV approved software to ensure any future statutory and regulatory requirements can be met, inclusive of any appeal processes.

Please note that copies of disallowance notices need to be provided to the VGV to allow for invoice reconciliation.

If an objection to a land tax notice results in a change in site value (SV), only the SV change is to appear in the recommendation notice to the Valuer-General and objector. Should a subsequent supplementary valuation be required in accordance with the VLA to the capital improved value (CIV) and or the net annual value (NAV) this needs to be submitted in a separate supplementary valuation. This supplementary valuation, submitted with the relevant VLA reason is to only show the CIV and or NAV change, not the SV change which occurred as a result of the confirmed SV objection. The following example illustrates the change in values under this land tax objection scenario.


Objection Output File to VGV

A	AI	AJ	AK	AL	CW	CX	CY
Assessment No	SV Pending	CIV Pending	NAV Pending	Level of Value Date	Original Site Value	Original Capital Improved Value	Original Net Annual Value
12346	750000			1/01/2022	1150000		

Supplementary Valuation Output File to VGV

A	AI	AJ	AK	AL	CJ	CK	CL
Assessment No	SV Pending	CIV Pending	NAV Pending	Level of Value Date	Original Site Value	Original Capital Improved Value	Original Net Annual Value
12346	750000	750000	37500	1/01/2022	750000	1150000	57500

High value properties



When any or all of the valuations on an objection are at or above the prescribed amount and the grounds for objection is that the value is too high or too low, the compulsory exchange of information pursuant to high valued properties (Section 20 of the Act) will apply. If this occurs, the information exchange provisions outlined in Sections 16(3A), 20 and 21(7) of the Act will apply.

The prescribed amounts are set out in the Valuation of Land Regulations 2014. For the purposes of Section 20(1)(b) of the Act, the prescribed amount is:

- a net annual value of \$120,000; or
- a site value of \$1,500,000; or
- a capital improved value of \$2,000,000.

If a high value objection has been received, Section 20(2) of the Act prescribes that within one month of receipt, the valuer (to whom the objection has been referred) must give the objector the prescribed information. The prescribed information is set out in the Valuation of Land Regulations 2014. Section 21(2b) of the Act provides the right for an objector to discuss an objection with the valuer; however, Section 21(7) states that the valuer is not required to discuss a high value objection unless the objector lodges a submission under Section 20(3).

Out of time objections

It is the rating authority's responsibility to determine if the objection has been received within the statutory time frames. If the objector has lodged out of time, the rating authority is required to notify the objector that the objection was not received in time and is not valid. Should the rating authority refer the matter to the valuation authority, the rating authority is acknowledging that the objection is valid and the valuer will be required to determine the objection. Any objection forwarded to the valuer is a valid objection requiring a NOR or NOD outcome.

5.3 Application to VCAT for review

An objector who is dissatisfied with the valuer's or Valuer-General's decision on an objection may apply to VCAT for review of the decision. The procedure for reviewing the decision by the valuation authority is set out under division 4 of part III of the *Valuation of Land Act 1960*.

Land valuation matters before VCAT are included on the Planning and Environment List. The list deals with a wide range of matters, the three main areas of review for valuation and compensation matters are:

- review of valuations of land for the purposes of rates and taxes
- review of valuations of land for differential rating purposes
- disputes about compensation for acquisition of land

The objection process under section 22(1) of the Valuation of Land Act 1960 must be followed before an application for review to VCAT. The right to apply for review arises from the decision of the Valuer or Valuer-General in relation to the objection to the valuation, not the original valuation by the valuation authority.

An application for review must be applied for within 30 days of the notice of the decision being given.

If the valuation authority or Valuer-General do not make a decision about the objection within time periods set out in the Valuation of Land Act 1960, they are deemed to have disallowed the objection.

An application in respect of a deemed decision by a valuer for a valuation authority must be made within nine months after the date on which the objection was lodged.

In the case of a Valuer-General deemed decision on a recommendation, an application can be made at any time after the two-month period and after a copy of the recommendation was given to the objector.

Appeal to the Supreme Court

The president of VCAT, on his or her own initiative or on the application of a party may refer a matter that is the subject of an application under section 22 to the Supreme Court if the President is satisfied that the matter raises questions of unusual difficulty or of general importance.

Resources

VCAT has several practice notes at www.vcat.vic.gov.au (Practice Notes for regular users) that are applicable to the Planning and Environment List and land valuation matters. The practice notes cover:

Common procedures

Expert evidence

Fair hearing obligation

Alternative dispute resolution (ADR)

Directions hearings and urgent hearings

Hearing fees

Valuation and Compensation matters

The practice notes provide procedural guidance on the operation of the tribunal. In addition, the practice notes set out specific procedures and timeframes that apply to the conduct of the matter and the responsibilities of the parties.

A valuation authority and valuer must comply with the requirements when responding or acting in a matter before VCAT.

Model Litigant Guidelines -Valuer-General as the Valuation Authority

To maintain proper standards in litigation, the State of Victoria, its departments and agencies behave as a model litigant in the conduct of litigation.

They set standards for how the state should behave as a party to legal proceedings. The obligation applies to litigation involving state departments and agencies.

Ensuring compliance with the obligation is primarily the responsibility of the agency which has responsibility for the litigation. It is essential that Valuer-General Victoria and its contractors abide by these guidelines in all VCAT matters.

The Valuer General considers the following obligations that form part of the guideline particularly relevant to division 4 of part III of the *Valuation of Land Act 1960*.

- a) act fairly in handling claims and litigation
- b) act consistently in the handling of claims and litigation
- c) deal with claims promptly and not cause unnecessary delay
- d) where it is not possible to avoid litigation, keep the costs of litigation to a minimum
- e) do not take advantage of a claimant who lacks the resources.

In essence, being a model litigant requires that the State and its agencies, as parties to litigation, act with complete propriety, fairly and in accordance with the highest professional standards.

Tip: Responding to a documentation request

Make sure you include:

- ❖ the VCAT reference number,
- ❖ property address,
- ❖ applicants name, and
- ❖ document type in the subject line.

Examples:

VCAT REFERENCE P100/2020 - 100 Springfield Street Melbourne, Springmen Pty Ltd - Table 18

VCAT REFERENCE P100/2020 - 100 Springfield Street Melbourne, Springmen Pty Ltd - Statement of Contentions



6.0 Prescribed forms for return of general valuation

This section details the elements required in prescribed forms for the return of a general valuation

In accordance with 7AA (1), 13 DH (1) and 13O (1) of the VLA the prescribed forms for the return of a general valuation are detailed below. This comprises the Valuation Record and the Report of General Valuation. The data elements contained within the Valuation Record form part of the prescribed form under section 13DFB.

- Section 6.3.1 Valuation Record
- Section 6.4 Report of General Valuation

6.1 Instructions for data preparation

6.1.1 Fields and data

All fields within the valuation record must be returned whether populated or not.

Ensure that commas are only used to separate multiple entries in one field e.g. electricity, gas, water.

Do not use special characters as part of any field e.g. '¶' or □. This includes linefeed and carriage return characters.

6.1.2 Duplicate assessment number

Ensure that each assessment number in the type 1 record is unique.

6.1.3 Data types

Each of the data types specified below relates to the cell format in Microsoft Excel. Explanations of the codes required in the data format fields are as follows:

N = numeric

A = alphanumeric

D = date

If a field is alphanumeric, please leave the field empty rather than using the number zero. This is particularly important for address and title fields e.g. '0-2 Smith St Collingwood' is incorrect and should be shown as 2 Smith Street.

6.1.4 Required fields

The following fields must be completed for each property classification:

Type 1 Valuation Record – General Details

For each assessment cells A to AW, BS, BT, BU, BV, BW, and CD must be completed.

In addition:

- for each property classified as **residential**, cells AX to AY must be completed
- for each property classified as **commercial**, cells AZ to BI must be completed
- for each property classified as **rural**, cells BJ to BN must be completed



- for each property affected by **additional value considerations**, the appropriate cells BO to CD must be completed
- for each property affected by a **supplementary valuation**, the additional cells CE to CQ must be completed
- for each property affected by an **objection**, the additional cells CE to DI must be completed.

Type 2 Valuation Record - Owner Details

All mandatory fields must be completed (see Type 2 Owner Record)

Type 3 Valuation Record - Title Details

All mandatory fields must be completed (see Type 3 Title Record)

Type 4 Valuation Record - Header Details

All mandatory fields must be completed (see Type 4 Header Record)

6.2 Exception reporting

Prior to final submission of the valuation the following exception tests must be completed. The final valuation submission determines the recommendation of a GTC Certificate. The quality and accuracy of the final product is critical as rating authorities use the valuations for the levying of rates and taxes.

The Stage 4 submission represents the final valuation return to the valuation authority. Stage 4 values should be mostly the same as those values approved in Stage 3. If there are uncertified assessments in Stage 4, a full explanation is required.

6.2.1 General checks

- Ensure all assessments have been certified by VGV during the stage process.
- Ensure that totals presented on the Report of General Valuation match the totals (number of assessments, total SV, CIV and NAV) of the Stage 4 Data Specifications submission.
- Ensure that valuations submitted in previous stages are the same as those presented in Stage 4 (advise VGV if changes have been made between certification of Stages and final submission in Stage 4).
- Ensure mandatory data elements are complete and included in the submission.
- Ensure the address is current and accurate.
- Ensure there are no duplicate assessment numbers in the type 1 record.
- Ensure the header number(s) in the type 1 record and type 4 record reconcile.
- Ensure all assessments have valid AVPCC codes in accordance with Appendix A.
- Ensure there is only one AVPCC for each assessment.
- Ensure all assessments have a valid, current and correct SPI(s).
- Ensure that data formats are consistent with those specified in this Section 6 of these guidelines.

6.2.2 Exception reports

- Ensure that no assessment has a Site Value greater than the CIV.
- Ensure that assessments classified as vacant land do not have building details.
- Ensure that assessments classified as vacant land have a CIV no more than the Site Value plus 20 per cent.
- Ensure that all assessments not classified as vacant land do not have a Site Value equal to the CIV.
- Ensure that commercial and industrial NAVs are not less than 5 per cent of the CIV.
- Ensure that all NAVs (excluding commercial and industrial) equal 5 per cent of the CIV.

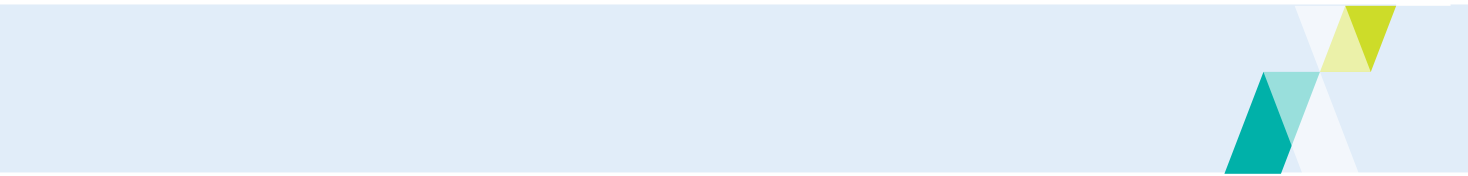


6.2.3 Data integrity checks

- Ensure that data types are consistent with those specified in Section 6.1.3.
- Ensure that land area is in a numeric format.
- Ensure that land area measurements are in metres squared or hectares only.
- Ensure that the construction year is in YYYY format (between 1800 and the current revaluation year).
- Ensure that the renovation year is in YYYY format (between 1800 and the current revaluation year).
- Ensure that either the assessment number or GIS number field matches with Vicmap Property layer – *PROPNUM* field.

The following dates are in DD/MM/YYYY format:

- last date of 2023 supplementary valuation
- lease start date
- effective date
- last sales date
- date of last inspection.



6.3 Valuation Record

6.3.1 Type 1 General details

This record contains address information, valuation details and property classification information relating to an assessment. There should only be one Type 1 record supplied for each assessment. For each Type 1 valuation record all Type 2 Owner Record(s) and Type 3 Title Reference Record(s) must be provided.

Responsible party

Responsible for the sourcing of and the provision of the data for each field within the record.

Explanation of codes in data format:

N = numeric
A = alphanumeric
D = date

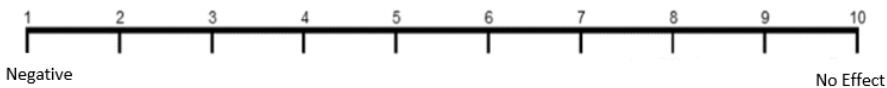
Data specifications

Field	Data element	Data type	Requirements	Responsible party	Example
A	Assessment Number	A	Rating authority property reference number. Reference number assigned to uniquely identify an item of land.	Council	1005005
B	Sub-market Group Code	A	Number or short code of the relevant sub-market group	Valuer	BC15
C	Sub-market Group Name	A	Name of the relevant sub-market group	Valuer	Bannockburn commercial
D	Property Name	A	Where available, a property name should be included for the address site. The property name should include the name of a building, park, reserve etc. The property name should not include personal details.	Council	St. George Commercial Bank

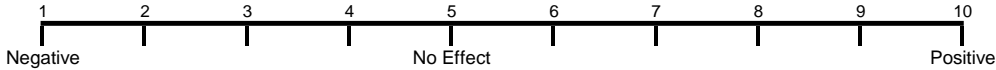
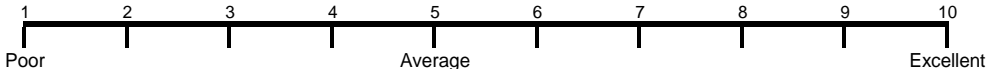


Field	Data element	Data type	Requirements	Responsible party	Example
E	Address Ezi	A	Aggregated address fields.	Council	12-16 Andrews Road Bannockburn 3550
F	Floor Number	A	Floor or level details of a multi-story building/complex	Council	1
G	Unit Number	A	Unit or flat number relevant to a single property	Council	3
H	Unit Suffix	A	Suffix to unit number	Council	A
I	From Street Number	A	The primary number for a house, rural road number or property. Example 1: where street number = 2 the From Street Number = 2 Example 2: where street number =12-16 the From Street Number = 12 and the To Street Number = 16 (see To Street Number)	Council	12
J	To Street Number	A	Secondary house, rural road number or property number should be used if there is a range applicable to a property, as shown in the 'From Street Number' example.	Council	16
K	Street Number Prefix1	A	Prefix for From Street Number	Council	
L	Street Number Prefix2	A	Prefix for From to Number	Council	
M	Street Number Suffix1	A	Suffix for From Street Number	Council	
N	Street Number Suffix2	A	Suffix for From to Number	Council	
O	Street Name	A	Street name should not include additional street information e.g. Street type	Council	Andrews



Field	Data element	Data type	Requirements	Responsible party	Example
P	Street Name Suffix	A	Used to further categorise the street	Council	E (east)
Q	Street Type	A	Supply complete street type. Do not use abbreviated types e.g. Rd or St.	Council	Road
R	Suburb	A	Suburb or town name. Correct place names can be found at VICNAMES register (land.vic.gov.au). Where appropriate, a locality name linked with a delivery postcode can be used. Locality names linked to postcodes can be found at the Australia Post website at www.austpost.com.au.	Council	Bannockburn
S	Postcode	N	A postcode should be provided for all assessments. Postcode within which the address is located. Postcode references can be found at the Australia Post website at www.austpost.com.au.	Council	3550
T	Land Area	N	The area of the assessment in square metres or hectares only. Where section 2(3), 2(3A) or 2(3B) of the Act applies, record the land area as zero. A land area must be recorded against the header record.	Council (Valuer to confirm)	1000 or .1
U	Land Area Measure	A	For each land area there should be one of the following land area measurement. M = metres squared H = hectares	Council	M or H
V	Zoning	A	The applicable planning scheme zone and schedule. Use a comma to separate multiple entries.	Council	NRZ2
W	Encumbrance Code	N	Description: legal encumbrance on title and its effect on the value of the land. 	Valuer	8



Field	Data element	Data type	Requirements	Responsible party	Example
X	AVPCC	N	Code to be taken from the Australian Valuation Property Classification Codes. Properties should be classified according to existing use. Each property should be assigned only one valid property classification code.	Valuer	675
Y	Topography Code	N	Description: the effect on the value of land due to the degree of slope/undulation. 	Valuer	5
Z	Construction Material	A	The external materials used to construct the principal building on the assessment. Separate each material type with a comma. Do not abbreviate the construction material(s) e.g. do not use 'BV'.	Valuer	Brick veneer
AA	Construction Year	A	Only include one construction year in the format YYYY. The construction year should reflect the original construction year. Should be numeric.	Valuer	1920
AB	Renovation Year	N	Only include significant renovations in the format YYYY e.g. a house built in 1920 may have been significantly modified in 1980 so that its outward appearance reflects a 1980s style dwelling. If 1920 is the only date stored, it may lead to misinterpretations.	Valuer	1980
AC	Building Condition Code	N	Description: the general condition of the main building. 	Valuer	5

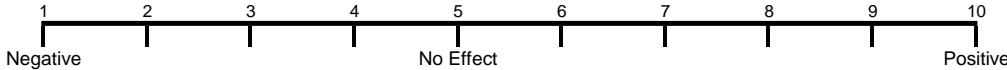
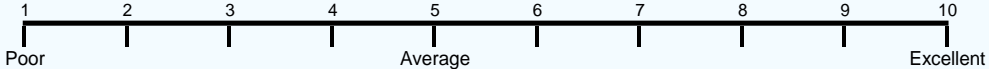


Field	Data element	Data type	Requirements	Responsible party	Example
AD	Services	A	Use a comma to separate multiple services. The services available are as follows: electricity gas water sewer telephone.	Council (Valuer to confirm)	Electricity, gas, water
AE	Last Sale Price	N	Supply in a numeric format. Do not include dollar signs or commas. Each record that has a sale price should have a sale date.	Council	120000
AF	Last Sale Date	D	Date of last sale Supply in DD/MM/YYYY format. Each record that has a sale date should have a sale price.	Council	11/10/2023
AG	AVPCC at Sale	N	Three-digit code to be taken from the APVCC. Properties should be classified according to existing use. Each property should be assigned only one valid property classification code.	Valuer	675
AH	Sale Comment	A	Supply as a text field. Do not include special characters as part of the field e.g. enter, tab	Valuer	Sale of half share
AI	Pending SV	N	All records should contain a site value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	78000
AJ	Pending CIV	N	All records should contain a value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	125000



Field	Data element	Data type	Requirements	Responsible party	Example
AK	Pending NAV	N	All records should contain a value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	6250
AL	Level Of Value Date	D	Supply in DD/MM/YYYY format.	Council	01/01/2024
AM	Previous SV	N	All records should contain a site value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Council	70000
AN	Previous CIV	N	All records should contain a value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Council	110000
AO	Previous NAV	N	All records should contain a value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Council	5500
AP	Last Return Date	D	Supply in DD/MM/YYYY format. The date the valuer returned the last valuation to the valuation authority unless a supplementary valuation has been performed.	Council	30/04/2023
AQ	Date Of Last Inspection	D	Supply in DD/MM/YYYY format.	Valuer	2/09/2023
AR	Building Area (m ²)	N	The principal building area for the assessment. Supply as metres squared only.	Council (Valuer to confirm)	160
AS	All Improvements	A	Use a comma to separate each improvement. Do not use abbreviations.	Council (Valuer to confirm)	Garage, veranda, single carport



Field	Data element	Data type	Requirements	Responsible party	Example
AT	Prop Number	A	Where available the property number that appears in Vicmap Property.	Council	1005005
AU	Header Number	A	Where available the assessment number used to link the dependant properties to the Header (parent) property e.g. shop within a shopping complex.	Valuer	12345
AV	Frontage (M)	N	The dimensions of the property's principal street frontage in metres. Supply in a numeric format. Do not include characters or multiple numbers e.g. 12F or 12F*6.	Valuer	12.5
AW	Shape Of Site Code	N	Description: the effect on the value of land due to the physical shape of the site. 	Valuer	5
For each property classified as residential land					
AX	Quality Of Style Code	N	Description: the effect on the value of the dwelling due to the quality of style. 	Valuer	5
AY	Number Of Bedrooms	N		Valuer	3
For each property classified as commercial land					
AZ	Occupancy Type	A	Use a comma to separate each occupancy type (if multiple types exist).	Valuer	Hairdresser
BA	Lease Term	N	Supply in numeric format to represent the total lease term in months.	Valuer	12
BB	Lease Start Date	D	Supply in DD/MM/YYYY format.	Valuer	12/10/2020



Field	Data element	Data type	Requirements	Responsible party	Example
BC	Passing Rent (pa)	N	The reported rent payable per year, as specified in any lease. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	20000
BD	Rent type	A	The reported rent type.	Valuer	Net/Semi/Gross
BE	Rent Reviews	A	Details of rent reviews specified in any lease.	Valuer	12/10/2023 annual to market
BF	Incentives	A	Details of any incentives provided by the lessor in relation to the letting of the property. Use a comma to separate each incentive.	Valuer	Nine months rent free
BG	Total Outgoings Per Annum	N	Details of any outgoings relevant to the lease and the name of the person responsible for those outgoings. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	2250
BH	Number Of Car Spaces	N	The number of car parking spaces on the property or associated with any lease relating to the property.	Valuer	12
BI	Car Park Per Annum	N	The number of car parking spaces on the property or associated with the annual rent payable for those spaces. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	2000
For each property classified as rural land					
BJ	Access Code	N	Description: level of physical access to the property. 	Valuer	5



Field	Data element	Data type	Requirements	Responsible party	Example
BK	Water Supply Code	N	Description: onsite water supply for the purpose of the farming enterprise 	Valuer	5
BL	Fencing Condition Code	N	Description: the general condition of the fencing 	Valuer	5
BM	Crown Land subject to section 2(10) of the <i>Valuation of Land Act 1960</i>	N	\$ p.a. for Crown licence areas. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	10000
BN	Soil Type	A	A detailed description of the major soil types on the property. Use a comma to separate each soil type. Do not use abbreviations.	Valuer	Choc loam, red clay
Additional value considerations					
BO	VHR Heritage	A	Properties that have been included in the Victorian Heritage Register established under the Heritage Act 2017, provided as a reference.	Council	VHR168.04
BP	Water Use License	A	Stays linked with the land. A permanent allocation delivered via a regulated, unregulated or ground water system and including diversion from rivers or streams, administered by water authority, provide the water authority and license number.	Valuer	Goulburn Murray – ABA002600



Field	Data element	Data type	Requirements	Responsible party	Example
BQ	Contamination	A	Properties that have been included on the EPA Priority Sites Register pursuant to the Environment Protection Act 1970. Properties that have had an environmental audit. Properties that have other evidence of site contamination which affects value.	Valuer	2
BR	Conservation Covenant	A	Properties subject to a covenant under the Victorian Conservation Trust Act 1972	Valuer	Yes/No
BS	GIS Area (m ²)	N	The GIS area of the property. Provided in square metres.	Council	1000
BT	Rateability	A	NRFSL = non-rateable and fire services leviable NRFSL-S20 = non-rateable and fire services leviable falling within Section 20 of the Fire Services Property Levy Act 2012 NRNL = non-rateable and non-leviable RAFSL = rateable and fire services leviable RANL = rateable and non-leviable	Council	NRFSL
BU	Multi-Assessment (y/n)	A	Whether the assessment forms part of a larger property. Where section 2(3), 2(3A) or 2(3B) of the Act applies would have a value of y.	Valuer	y
BV	Property Category	A	The Category as per the Report of General Valuation under section 7AA(1) of the Act e.g. Commercial, Industrial, Residential, Rural.	Valuer	Residential
BW	Councils Effective Date	D	DD/MM/YYYY format. The date the valuation is adopted for use by council.	Council	1/07/2023



Field	Data element	Data type	Requirements	Responsible party	Example
BX	Water Authority	A	Councils to provide valuations data to the relevant water authority for assessment, choose from the following options: GWW – Greater Western Water SEW – South East Water YVW – Yarra Valley Water MW – Melbourne Water LMW – Lower Murray Water GMW – Goulburn-Murray Water WPW – Westernport Water WNW – Wannon Water BW – Barwon Water GVW – Goulburn Valley Water GW – Gippsland Water CW – Coliban Water SGW – South Gippsland Water NEW – North East Water EGW – East Gippsland Water CHW – Central Highlands Water	Council	YVW
BY	Planning Overlays	A	The planning overlay(s) applicable as listed in the relevant planning scheme. Use a comma to separate each planning overlay.	Council	HO (heritage overlay)
BZ	Lettable Area (m ²)	N	The floor area in a building that can be occupied and which may achieve a rent. Supply as metres squared only.	Council (Valuer to confirm)	200
CA	Gross Floor Area (m ²)	N	The floor area of a building, represented by the perimeter walls for each floor. Supply as metres squared only.	Council (Valuer to confirm)	240



Field	Data element	Data type	Requirements	Responsible party	Example
CB	PSP ID	N	Property / Parcel number within a Precinct Structure Plan	Valuer	14
CC	PSP Name	A	Properties that have been included in a Precinct Structure Plan prepared by a Planning Authority.	Valuer	Mt Atkinson
CD	Property PFI	N	Unique identifier that persists through attribute or spatial representation changes. Remains for the life of the object it identifies.		167456342

Supplementary Valuations					
CE	Original Assessment Number	A	For new assessment, this field will store the assessment number/s from which the new assessment has been created. In the case of multiple previous assessments (i.e: consolidations), separate with a comma. For existing assessments, record the active assessment number.	Council	1234, 5637
CF	VLA Reason	A	Reason for supplementary valuation as specified in VLA	Valuer	13DF2j
CG	Detail Reason	A	Property specific details of the reason for supplementary valuation	Valuer	New dwelling
CH	Original Building Area	N	Building area in square metres for the original valuation	Council	0
CI	Original Land Area	N	Land area for the original valuation	Council	1000
CJ	Original Land Area Measure	A	M or H	Council	M



Field	Data element	Data type	Requirements	Responsible party	Example
CK	Original AVPCC	N	The Original AVPCC	Council	100
CL	Original rateability	A	NRFSL = non-rateable and fire services leviable NRFSL-S20 = non-rateable and fire services leviable falling within Section 20 of the Fire Services Property Levy Act 2012 NRNL = non-rateable and non-leviable RAFSL = rateable and fire services leviable RANL = rateable and non-leviable	Council	NRFSL
CM	Original SPI	A	SPI description for the original valuation	Council	16\PS747208, 17\PS747208
CN	Original Site Value	N	Site value for the original valuation	Council	100000
CO	Original Capital Improved Value	N	Capital improved value for the original valuation	Council	100000
CP	Original Net Annual Value	N	Net annual value for the original valuation	Council	5000
CQ	Date of Supplementary Return	D	Return date of the supplementary valuation as defined in Section 2(1) of VLA.	Valuer	5/08/2022



Field	Data element	Data type	Requirements	Responsible party	Example
Objections					
CE	Date Of Notice	D	Date of SRO Land or Windfall Gains Tax Notice OR Rating Authority Notice	Rating Authority	1/02/2023
CF	Date Objection Lodged	D	Date objection lodged	Rating Authority	3/03/2023
CG	VLA Reason	A	Grounds for objection as specified in Section 17 of VLA	Rating Authority	17(g)
CH	Detail Reason	A	Reasons for adjustment include sufficient details to enable certification	Valuer	Land Area found to be incorrect.
CI	Original Building Area	N	Building Area in square metres for the original valuation	Council	546
CJ	Original Land Area	N	Land area for the original valuation	Council	2297
CK	Original Land Area Measure	A	M or H	Council	M
CL	Original AVPCC	N	The Original AVPCC	Council	110.1
CM	Original rateability	A	NRFSL = non-rateable and fire services leviable NRFSL-S20 = non-rateable and fire services leviable falling within Section 20 of the Fire Services Property Levy Act 2012 NRNL = non-rateable and non-leviable RAFSL = rateable and fire services leviable RANL = rateable and non-leviable	Council	NRFSL



Field	Data element	Data type	Requirements	Responsible party	Example
CN	Original Property Description	A	Property description on the notice	Council	12 Smith Street, Ballarat VIC 3350
CO	Original Site Value	N	SV as listed on the notice	Council	27500
CP	Original Capital Improved Value	N	CIV as listed on the notice	Council	262500
CQ	Original Net Annual Value	N	NAV as listed on the notice	Council	13125
CR	Valuer's Name	A	Valuer Name	Valuer	Joe Average
CS	Valuer's Company	A	Valuer Company Name	Valuer	Rating Valuers Pty Ltd
CT	Valuer's Street Number	A	Unit/Floor and Street numbers	Valuer	21
CU	Valuer's Street Name and Type	A	Street name or PO Box as applicable	Valuer	View Street
CV	Valuer's Town or Suburb	A	Town or Suburb	Valuer	Melbourne



Field	Data element	Data type	Requirements	Responsible party	Example
CW	Valuer's Postcode	N	Postcode	Valuer	3000
CX	Valuer's Phone Number	N	Phone number	Valuer	0392023202
CY	Valuer's Mobile	N	Mobile number	Valuer	0401051100
CZ	Objector's Name	A	Name of objector	Rating Authority	Jim Jones
DA	Objector's Company Name	A	Name of objector's company	Rating Authority	Jones Pty Ltd
DB	Objector's Street Number	A	Unit/Floor and Street numbers	Rating Authority	21
DC	Objector's Street Name and Type	A	Street name or PO Box as applicable	Rating Authority	Jones Street
DD	Objector's Town or Suburb	A	Town or Suburb	Rating Authority	Elwood
DE	Objector's Postcode	N	Postcode	Rating Authority	3184



Field	Data element	Data type	Requirements	Responsible party	Example
DF	Objector's Phone Number	N	Phone number	Rating Authority	0391010101
DG	Occupier Name	A	Occupier's name	Rating Authority	Jones Cafe
DH	Land Tax Objection Yes, No or Blank	A	Objection lodged with SRO = y Objection lodged with valuation authority = n	Rating Authority	n
DI	Objector's email	A	Email address	Rating Authority	Jim.jones@jonescafe.com



6.3.2 Type 2 Owner record

This record contains the owner's name and address information. More than one owner record may be supplied for each assessment.

There should be an equivalent amount of owner records as there are owners (i.e. one reference per line). If the data cannot be provided within each separate designated field, it may alternatively be entered as a string of data within one of the concatenated fields. Note; owner details and address details must remain separate.

'Non-mandatory' fields

Where data is available in the non-mandatory fields, the information should be provided in the relevant field(s).

Explanation of Codes in Data Format:

N = numeric

A = alphanumeric

D = date

M = mandatory field – data must be provided

Field	Data element	Data type	Mandatory	Requirements	Responsible party	Example
A	Assessment Number	A	M	Rating authority property reference number. Reference number assigned to uniquely identify an item of land.	Council	1005005
B	Prefix	N		'1' indicates individual, '0' indicates company.	Council	1
C	Surname	A	M	To contain the surname of a natural person. Do not enter company details in this field.	Council	Smith
D	First Name(s)	A	M	Must contain the customer's full name, not initials.	Council	John
E	Date of Birth	D		Supply in DD/MM/YYYY format.	Council	
F	ACN/ABN	A			Council	
G	Company Name (or Name(s) as stringed data)	A	M	To contain a company name (or a string of data for one or many owners, if data in separate fields cannot be provided).	Council	



Field	Data element	Data type	Mandatory	Requirements	Responsible party	Example
H	Mailing Type	A	M	Choose from the following mailing options: DX Document Exchange GPO General Post Office LB Locked Bag PMB Postal Mail Bag POB Post Office Box PO Post Office RMB Roadside Mail Bag RSD Roadside Delivery.	Council	RMB
I	Bag/Box Number	A	M		Council	
J	Property Name	A	M		Council	
K	Floor Number	A	M	Floor or level details of a multi-story building/complex.	Council	1
L	Unit Number	A	M	Unit or flat number relevant to a single property.	Council	3
M	Unit Suffix	A	M	Suffix to unit number.	Council	X
N	From Street Number	A	M	The primary number for a house, rural road number or property. Example 1: where street number = 2 the From Street Number = 2 Example 2: where street number =12-16 the From Street number = 12 and the To Street number = 16 (see To Street Number)	Council	12
O	To Street Number	A	M	Secondary house, rural road number or property number should be used if there is a range applicable to a property, as shown in the 'From Street Number' example.	Council	16
P	Street Number Prefix1	A	M	Prefix for From Street Number.	Council	
Q	Street Number Prefix2	A	M	Prefix for From to Number.	Council	



Field	Data element	Data type	Mandatory	Requirements	Responsible party	Example
R	Street Number Suffix1	A	M	Suffix for From Street Number.	Council	
S	Street Number Suffix2	A	M	Suffix for From to Number.	Council	
T	Street Name	A	M	Street name should not include additional street information e.g. street type.	Council	Andrews
U	Street Name Suffix	A	M	Used to further categorise the street.	Council	E (east)
V	Street Type	A	M	Supply complete street type. Do not use abbreviated types e.g. do not use Rd or St.	Council	Road
W	Suburb	A	M	Suburb or town name. Where appropriate a locality name linked with a delivery postcode can be used. Locality names linked to postcodes can be found at the Australia Post website www.austpost.com.au .	Council	Bannockburn
X	Postcode	N	M	XXXX postcode should be provided for all assessments. Postcode within which the address is located. Postcode references can be found at the Australia Post website at www.austpost.com.au .	Council	3550
Y	State	A	M		Council	VIC
Z	Country	A	M		Council	Australia
AA	Address as stringed data	A		Only to be completed if the address cannot be supplied in the specified fields above.	Council	
AB	Client Reference	N		Council's client reference number	Council	10063



6.3.3 Type 3 Title record

This record contains the title record used to identify a property. More than one title record may be supplied for each assessment.

There should be an equivalent amount of title records as there are SPIs (i.e. one reference per line). If there is more than one record and they cannot be provided individually they should be provided as a string, with a comma delimiter within the 'References as stringed data' field.

'Non-mandatory' fields

Where data is available in the non-mandatory fields, the information should be provided in the relevant field(s).

Explanation of codes in data format:

N = numeric

A = alphanumeric

M = mandatory field – data must be provided

Field	Data element	Data type	Mandatory	Requirements	Responsible party	Example
A	Assessment Number	A	M	Rating authority property reference number. Reference number assigned to uniquely identify an item of land.	Council	1005005
B	Standard Parcel Identifiers	A	M	Provide unique identifiers for each parcel of land.	Council	CP102340 or 14-6A\PP3084E
C	References as stringed data	A		Only to be completed if the SPI cannot be supplied individually or used as an additional reference field.	Council	



6.3.4 Type 4 Header record

The header record contains the total valuation details and property description information relating to dependant assessments. The header number must be included in the Type 1 Valuation Record 'header number' field (field AU).

Explanation of codes in data format:

N = numeric

A = alphanumeric

D = date

Data specifications

Field	Data element	Data type	Requirements	Responsible party	Example
A	Header Number	A	Unique number linking the header assessment with the corresponding dependant assessments. Header assessment number must be included in the Type 1 Valuation Record 'header number' field (field AU).	Council	1005005
B	Property Name	A	Where available a property name should be included for the address site. The property name should include the name of a building, park/reserve etc. The property name should not include personal details.	Council	St. George Commercial Bank
C	Address Ezi	A	Aggregated address fields.	Council	12-16 Andrews Road Bannockburn 3550
D	Floor Number	A	Floor or level details of a multi-story building/complex.	Council	1
E	Unit Number	A	Unit or flat number relevant to a single property.	Council	3
F	Unit Suffix	A	Suffix to unit number.	Council	A



Field	Data element	Data type	Requirements	Responsible party	Example
G	From Street Number	A	The primary number for a house, rural road number or property. Example 1: where street number = 2 the From Street Number = 2. Example 2: where street number =12-16 the From Street Number = 12 and the To Street Number = 16 (see To Street Number).	Council	12
H	To Street Number	A	Secondary house, rural road number or property number should be used if there is a range applicable to a property, as shown in the 'From Street Number' example.	Council	16
I	Street Number Prefix1	A	Prefix for From Street Number.	Council	
J	Street Number Prefix2	A	Prefix for From to Number.	Council	
K	Street Number Suffix1	A	Suffix for From Street Number.	Council	
L	Street Number Suffix2	A	Suffix for From to Number.	Council	
M	Street Name	A	Street name should not include additional street information e.g. Street type.	Council	Andrews
N	Street Name Suffix	A	Used to further categorise the street.	Council	E (east)
O	Street Type	A	Supply complete street type. Do not use abbreviated types e.g. Rd or St.	Council	Road



Field	Data element	Data type	Requirements	Responsible party	Example
P	Suburb	A	Suburb or town name. Correct place names can be found at Place naming (land.vic.gov.au) >Vicnames. Where appropriate a locality name linked with a delivery postcode can be used. Locality names linked to postcodes can be found at the Australia Post website at www.austpost.com.au .	Council	Bannockburn
Q	Postcode	N	A postcode should be provided for all assessments. Postcode within which the address is located. Postcode references can be found at the Australia Post website at www.austpost.com.au .	Council	3550
R	Land Area	N	The area of the property in square metres or hectares only. All properties must have a land area unless they are part of a multi-assessment for which a total land area has been recorded against the header record.	Council (Valuer to confirm)	1000 or .1
S	Land Area Measure	A	For each land area there should be one of the following land area measurement. M = metres squared H = hectares	Council	M or H
T	Last Sale Price	N	Supply in a numeric format. Do not include dollar signs or commas. Each record that has a sale price should have a sale date.	Council	120000
U	Last Sale Date	D	Date of last sale Supply in DD/MM/YYYY format. Each record that has a sale date should have a sale price.	Council	11/10/2023
V	Total Pending SV	N	All records should contain a site value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	78000
W	Total Pending CIV	N	All records should contain a value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	125000
X	Total Pending NAV	N	All records should contain a value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	6250



Field	Data element	Data type	Requirements	Responsible party	Example
Y	Level Of Value Date	D	Supply in DD/MM/YYYY format.	Valuer	01/01/2024
Z	Total Previous SV	N	All records should contain a site value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	70000
AA	Total Previous CIV	N	All records should contain a value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	110000
AB	Total Previous NAV	N	All records should contain a value – use 0, not blanks where no value applies. Supply in a numeric format. Do not include dollar signs or commas.	Valuer	5500
AC	Building Area (m ²)	N	The principal building area for the assessment. Supply as metres squared only.	Council	160
AD	Owner Name and Address	A		Council	

6.4 Report of general valuation

Valuation of Land Act 1960

REPORT OF GENERAL VALUATION

Valuation summary

Area	Date valuation was returned to valuation authority—	Date of previous valuation returned to valuation authority—	Name of valuation authority— Valuer-General Victoria
	Level of value date—	Level of value date of previous valuation—	Name of Municipality—

	Residential	Commercial	Industrial	Rural	Non-Rateable leviable	Total
Number of assessments with buildings						
Number of assessments without buildings						
Total Net Annual Value						
Total Site Value						
Total Capital Improved Value						

Summary of previous valuation details as amended to the end of the rating year immediately preceding the current valuation

	Residential	Commercial	Industrial	Rural	Non-Rateable leviable	Total
Number of assessments with buildings						
Number of assessments without buildings						
Total Net Annual Value						
Total Site Value						
Total Capital Improved Value						



General comments

- List and comment on the percentage change between this valuation and the previous valuation for each of the following land classifications:
 - residential
 - commercial
 - industrial
 - rural production.
- Specify the impact of any amendments to planning schemes, local laws, etc. on the valuation.
- Comment on development in the area of the rating authority, recent trends, geographical, social and other factors influencing general levels of valuation of properties in the area of the rating authority.

Signed:

Name and title:

Date:

7.0 Glossary of terms

Definitions of terms commonly used in the 2024 Valuation Best Practice Specification Guidelines

AVPCC

Australian Valuation Property Classification Code

Capital improved value

As defined in Section 2 of the *Valuation of Land Act 1960*

Council

Has the same meaning as in the *Local Government Act 1989 and 2020*

Data elements

Information required to be collected stored and maintained on each assessment and set out in 6.3 –Data Specifications of the 2024 VBPSG

Dependant Assessment

Assessment that has been apportioned in accordance with Section 2(3) of the Valuation of Land Act 1960 (each dependant assessment will have a header record).

Descriptors

Other information components used to identify, describe or explain a valuation.

Estimated annual value

As defined in Section 2 of the *Valuation of Land Act 1960*

Fire services property levy

Has the same meaning as *levy* has in Section 3 of the *Fire Services Property Levy Act 2012*.

General valuation

As defined in Section 2 of the *Valuation of Land Act 1960*

Header Record

Contains the total valuation details and property description information relating to dependant assessments (total value assigned to header record will be apportioned to the related Dependant Assessments as per Section 2(3) of the *Valuation of Land Act 1960*).

Inspection

An inspection is described as an examination of a property to collect or confirm data requiring *quantitative* assessment (factual data such as land or building areas) or *qualitative* assessment (e.g. grading of building condition, quality of style). The inspection must be a type that ensures that all the data held in the valuer's data base is correct.

Leviable land

Has the same meaning as it has in Section 3 of the *Fire Services Property Levy Act 2012*.



Levels of value

Analysed unit(s) of value applied

Net annual value (NAV)

As defined in Section 2 of the *Valuation of Land Act 1960*

High Risk Properties (HRP)

Significant or unique properties that possess one or more of the following qualities:

- major revenue significance to council
- unique property type
- rarely sold and/or leased.

Examples of these properties include major shopping centres, emerging industries, major manufacturing/ production, quarries etc

Non-rateable leviable land

The same meaning as it has in Section 3 of the *Fire Services Property Levy Act 2012*.

Original Assessment (also referred to as Parent Assessment)

Relates to where an existing active assessment was created from (only used for supplementary submissions)

Prescribed date

Date prescribed in Section 11 of the *Valuation of Land Act 1960* at 1 January of every calendar year.

Rateable land

The same meaning as it has in Section 3(1) of the *Local Government Act 1989 and 2020*.

Rating authority

As defined in Section 2 of the *Valuation of Land Act 1960*.

Return

As defined in Section 2 of the *Valuation of Land Act 1960*.

Sale date

Date of contract (date on which the contract of sale was signed – not the settlement date)

Sale price

Consideration (transaction price) for a property.

Site value

As defined in Section 2 of the *Valuation of Land Act 1960*.

Sub-market Group (SMG)

A set of properties, grouped by common attributes such as land use, improvement type, location, zoning and other market characteristics which should demonstrate similar changes in value.

Valuation authority in relation to a municipal district

Has the same meaning as defined in Section 2 of the *Valuation of Land Act 1960*.



Valuation authority in relation to non-rateable leviable land

Has the same meaning as defined in Section 2 of the *Valuation of Land Act 1960*.

Valuation Best Practice Specifications Guidelines

The guidelines prepared by the Valuer-General under Section 5AA of the *Valuation of Land Act 1960*.

Valuation record

The record of general and supplementary valuations established and maintained by the Valuer-General under Section 7C of the *Valuation of Land Act 1960*.

Valuation return

General valuation, completed, signed and dated by valuer, and 'returned' to the valuation authority.

Value drivers

Data elements or other information components used to calculate a valuation.

Valuer

In relation to VBPSG means the valuer who has made the statutory declaration to the valuation authority that valuation and return will be impartial and true, as required under Section 13DH and 13O of the Act.

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APPENDICIES

Appendix A Australian Valuation Property Classification Code (AVPCC)

Every valuation of a separate occupancy for the purposes of the Local Government Act 1989 and the Fire Services Property Levy Act 2012 must have an AVPCC allocated from these Guidelines.

This appendix lists the Australian Valuation Property Classification Codes and groups them into the following categories based on their existing use:

- Residential
- Commercial
- Industrial
- Extractive Industries
- Primary Production
- Infrastructure and Utilities
- Community Services
- Sport, Heritage and Culture
- National parks, conservation areas, forest reserves and natural water reserves
- Cancelled/Non-Active Assessments.

The table below shows both the secondary (two digits) and the tertiary AVPCC codes. In some instances, the tertiary code includes a decimal to represent a sub classification.

Select one AVPCC tertiary code for each valuation of rateable or non-rateable leviable land.

Code	Residential	Description
10	Residential Use Development Land	
100	Vacant Residential Site/Surveyed Lot	Vacant land suitable for the erection of a detached or semi-detached dwelling.
101	Vacant Residential Development Site	Vacant land with a permit approved or capable of being developed for high-density residential purposes.
101.1	<i>Unspecified</i>	<i>Residential Development Site: Unspecified</i>
101.2	<i>Residential Development site vacant</i>	<i>Residential Development Site: Vacant</i>
101.3	<i>Residential Development site with improvements that add no value</i>	<i>Residential Development site with improvements that add no value</i>
102	Vacant In globo Residential Subdivisional Land	Vacant land zoned for future residential subdivision.
102.1	<i>Unspecified</i>	
102.2	<i>Subdivisional Land (Multi Lot)</i>	
102.3	<i>Subdivisional Land (In globo land)</i>	
102.4	<i>Subdivisional Land (In globo land) with buildings that add no value</i>	<i>Subdivisional Land (In globo land) with buildings that add no value</i>
103	Vacant Residential Rural/Rural Lifestyle	Residential Rural/Rural Lifestyle in a rural, semi-rural or bushland setting that has not been developed other than with site improvements.



Code	Residential	Description
104	Vacant Residential Rural/Rural Lifestyle (with permit refused)	Residential Rural/Rural Lifestyle in a rural, semi-rural or bushland setting that has not been developed where a permit for a dwelling has been rejected.
109	Residential Airspace	Airspace capable of being developed for residential purposes, usually above a rooftop, roadway or railway.
11	Single Residential Accommodation	
110	Detached Dwelling	Freestanding dwelling on residential land.
110.1	<i>Unspecified</i>	
110.2	<i>Detached Dwelling (new)</i>	
110.3	<i>Detached Dwelling (existing)</i>	
110.4	<i>Detached Dwelling Non-Conforming Use-Commercial</i>	Detached dwelling used for residential purposes on commercial land.
110.5	<i>Detached Dwelling Non-Conforming Use-Industrial</i>	Detached dwelling used for residential purposes on industrial land.
111	Separate Dwelling and Curtilage	Freestanding dwelling on defined curtilage, being part of a larger holding of varying use, e.g. caretaker's dwelling on industrial site, second dwelling on farm.
112	Semi-Detached/Terrace/Row House	Attached or semi-detached dwelling that does not share common land.
112.1	<i>Unspecified</i>	
112.2	<i>Semi-detached</i>	
112.3	<i>Terrace</i>	
112.4	<i>Row House</i>	
112.5	<i>Half Pair or Duplex</i>	
113	Granny Flat/Studio	Dwelling either detached or adjoined to a principal dwelling that is self-contained, connected to services but not subdivided in the present form.
114	Dwelling and Dependant Unit	Dwelling and dependant unit not permitted to be separately occupied either detached or adjoined, each self-contained, connected to services but not subdivided in the present form.
115	Shack/Hut/Donga	Basic structure with limited services and amenities, providing basic, short-term accommodation.
116	Cabin/Accommodation (rental/leased individual residential site)	A dwelling subject to a site agreement within a larger complex, e.g. caravan park or lifestyle village. The basis of valuation may vary according to legislation.
117	Residential Rural/Rural Lifestyle	A single residential dwelling on land in a rural, semi-rural or bushland setting. Primary production uses and associated improvements are secondary to the residential use.
118	Residential Land (with buildings that add no value)	Residential land on which the benefit of works (structures erected) upon the land is exhausted.
12	Multiple Occupation (within residential development)	
120	Single Unit/Villa Unit/Townhouse	Freestanding and unattached unit with ground level footprint.



Code	Residential	Description
120.1	<i>Unspecified</i>	
120.2	<i>Single Unit</i>	
120.3	<i>Villa Unit</i>	
120.4	<i>Townhouse</i>	
120.5	<i>Subdivided Dwelling</i>	
120.6	<i>Subdivided Unit</i>	
120.7	<i>Unit</i>	
121	Conjoined Strata Unit/Townhouse	Unit/Townhouse with common walls/party walls with ground level footprint.
121.1	<i>Unspecified</i>	
121.2	<i>Half Pair or Duplex</i>	
121.3	<i>Conjoined Strata Unit</i>	
121.4	<i>Townhouse</i>	
123	Residential Company Share Unit (ground level)	Unit with a ground level footprint where the land is defined by shares in a complex, which gives right to occupy a particular unit. Fully serviced and equipped for long term residential occupation.
123.1	<i>Unspecified</i>	
123.2	<i>Company Share Unit</i>	
123.3	<i>Stratum Flat</i>	
123.4	<i>Stratum Unit</i>	
123.5	<i>Company Share Flat</i>	
123.6	<i>Cluster Unit</i>	
124	Residential Company Share Unit (within multi-storey development)	Unit which forms part of a multi-storey development where the land is defined by shares in a complex which gives rights to occupy a particular unit. Fully serviced and equipped for long term residential occupation.
125	Strata unit or flat	A unit on a registered plan of strata subdivision subject to schedule 2 to the Subdivision Act 1988
125.1	<i>Unspecified</i>	
125.2	<i>Strata Dwelling</i>	
125.3	<i>Subdivided Flat</i>	
125.4	<i>Strata Flat</i>	
126	Individual Car Park	Individual car park associated with residential use.
127	Individual Berth	Individual berth associated with residential use.
128	Individual Flat	Single flat used for residential purposes within a larger property, e.g. caretakers flat or dwelling above a shop.
129	Common Land associated with a residential development	Designated common space, e.g. driveway, gardens or common parking.



Code	Residential	Description
13	Investment Residential	
130	Boarding House	Land with a building that is registered to provide long term single room accommodation with shared facilities.
131	Residential Investment Flats	A flat that forms part of a complex of two or more flats on land not subdivided.
131.1	Residential Investment Flats - student accommodation	Student accommodation that forms part of a complex of two or more flats on land not subdivided.
133	Short Term Accommodation	A residential property used exclusively for short term accommodation for persons away from their normal place of residence.
135	Dormitory Accommodation/University Residential College	Residential accommodation for students usually with shared facilities which is controlled or operated by a registered educational provider.
135.1	<i>Unspecified</i>	
135.2	<i>Dormitory Accommodation</i>	
135.3	<i>University Residential College</i>	
14	Retirement/Aged Care Accommodation/Special Accommodation	
140	Retirement Village Unit	Individual unit with self-contained facilities that forms part of retirement village.
141	Retirement Village Complex	Land on which a retirement village complex which provides accommodation with shared facilities, amenities and services is erected.
142	Aged Care Complex	Land developed with a registered care facility that provides residential accommodation and care services for people, particularly the elderly who can no longer live independently.
142.1	<i>Unspecified</i>	
142.2	<i>Aged Care Complex</i>	
142.3	<i>Nursing Home</i>	
143	Special Accommodation	Land with residential accommodation provided by registered providers for people with defined medical, social or special support needs.
144	Disability Housing	Land on which purpose built housing accommodation for people with disabilities is erected.
15	Ancillary Buildings	
150	Ancillary Improvements on Residential Site/Surveyed Lot	Residential land, on which ancillary improvements only are erected.
150.1	<i>Unspecified</i>	
150.2	<i>Storage Area</i>	
150.3	<i>Garage/Outbuilding</i>	
151	Ancillary Improvements on Residential Rural/ Rural Lifestyle Land	Residential Rural/Rural Lifestyle land on which ancillary improvements only are erected.
151.1	<i>Unspecified</i>	
151.2	<i>Storage Area</i>	



Code	Residential	Description
151.3	<i>Garage/Outbuilding</i>	
151.4	<i>Site Improvements</i>	

Code	Commercial	Description
20	Commercial Use Development Land	
200	Commercial Development Site	Vacant land with a permit approved or capable of being developed for commercial or mixed use purposes.
201	Vacant In globo Commercial Land	Land which is zoned for future commercial subdivision/development.
202	Commercial Land (with buildings that add no value)	Commercial land on which the benefit of works (structures erected) upon it is exhausted.
209	Commercial Airspace	Airspace capable of being developed for commercial purposes, usually above a rooftop, roadway, railway.
21	Retail	
210	Retail Premises (single occupancy)	Land with retail premises used for the sale of goods or services.
210.1	<i>Unspecified</i>	
210.2	<i>Bank</i>	
210.3	<i>Retail Store/Showroom</i>	
210.4	<i>Shop</i>	
210.5	<i>Café</i>	
210.6	<i>Timber Yard/Trade Supplies</i>	
210.7	<i>Display Yard</i>	
210.8	<i>Convenience Store/Fast Food</i>	
210.9	<i>Plant/Tree Nursery</i>	
211	Retail Premises (multiple occupancies)	Land with more than one retail premises used for the sale of goods or services, regarded as a complex and not subdivided.
211.1	<i>Unspecified</i>	
211.2	<i>Shop and Dwelling (single occupancy)</i>	
211.3	<i>Office and Dwelling (single occupancy)</i>	
212	Mixed Use Occupation	Land that includes mixed occupancies, including shops and offices regarded as a complex and not subdivided.
212.1	<i>Unspecified</i>	
212.3	<i>Office</i>	
212.4	<i>Shop</i>	
212.5	<i>Studio</i>	
212.6	<i>Workroom</i>	
213	Shopping Centre	Land developed with a significant retail complex comprising of a number of unsubdivided retail premises, parking and associated infrastructure.



Code	Commercial	Description
213.1	Unspecified	
213.2	Super Regional	
213.3	Major Regional	
213.4	Regional	
213.5	Sub Regional	
213.6	Neighbourhood	
214	National Company Retail	Land developed with a purpose built structure and normally occupied by a national company, e.g. supermarket, hardware and home wares.
214.1	Unspecified	
214.2	Supermarket	
214.3	Department/Discount Department Store	
214.4	Bulky Goods	
215	Fuel Outlet/Garage/Service Station	Land used predominantly for fuel sales (multiple pumps) may include car repair and servicing facilities.
216	Multi-Purpose Fuel Outlet (fuel/food/groceries)	Land used as a service centre usually including fuel sales, retail, restaurant and takeaway food facilities.
217	Bottle Shop/Licensed Liquor Outlet	Land developed with a purpose built structure and normally occupied by a national company licensed for the sale of packaged alcohol.
218	Licensed Retail Premises	Retail premises licensed to sell packaged alcohol.
219	Market Stall	A stall within a market used for the sale of goods and services, e.g. stall at Queen Victoria Market.
22	Office	
220	Office Premises	Land used as an office for administration, technical, professional or other like business activity.
220.1	Unspecified	
220.2	Office (Converted dwelling)	
220.3	Serviced Office	
220.4	Strata/Subdivided Office	
221	Low Rise Office Building	Land developed with a 1-3 level office building and used for administration, technical, professional or other like business activity.
222	Multi-Level Office Building	Land developed with a 4+ level office building and used for administration, technical, professional or other like business activity.
222.1	Unspecified	
222.2	Medium rise (4 to 50 levels)	
222.3	High Rise (50+ levels)	
223	Special Purpose (built-in technology)	Land developed as a purpose-built facility with a high technology component, e.g. call centre.
23	Short Term Business and Tourist Accommodation	
230	Residential Hotel/Motel/Apartment Hotel Complex	Land used to provide accommodation in serviced rooms for persons away from their normal place of residence.



Code	Commercial	Description
230.1	<i>Unspecified</i>	
230.2	<i>Residential Hotel</i>	
230.3	<i>Motel</i>	
230.4	<i>Apartment Hotel Complex</i>	
230.5	<i>Tourist Resort Complex</i>	
230.6	<i>Hotel</i>	
230.7	<i>Private Hotel</i>	
231	Residential Hotel/Motel/Apartment Hotel Units	Subdivided units forming part of a single complex operated as a hotel/motel.
232	Serviced Apartments/Holiday Units	Unit/s within a development used to provide short term accommodation as serviced apartments.
232.1	<i>Unspecified</i>	
232.2	<i>Holiday Units</i>	
232.3	<i>Serviced Apartments</i>	
233	Bed and Breakfast	Land developed with short-term accommodation, permitted in serviced rooms for persons away from their normal place of residence.
234	Tourist Park/Caravan Park/Camping Ground	Land registered as a caravan park and developed with cabins, caravan and camping sites, administration/ablution amenities and recreational facilities.
235	Guest Lodge/Back Packers/Bunkhouse/Hostel	Land providing basic, short-term residential accommodation usually with shared bathroom and self-service catering facilities.
235.1	<i>Unspecified</i>	
235.2	<i>Guest Lodge</i>	
235.3	<i>Back Packers/ Hostel</i>	
235.4	<i>Bunkhouse</i>	
236	Ski lodge/ Member facility	Land developed with short term accommodation for members or guests of a ski lodge/club.
237	Recreation Camp	Land developed with accommodation used by persons or groups for holiday or recreational purposes provided by a commercial operator, e.g. student, youth or family groups.
24	Hospitality	
240	Pub/Tavern/Hotel/Licensed Club/Restaurant/Licensed Restaurant/Nightclub	Land licensed to sell liquor but is not permitted to provide gaming facilities. May provide meals, limited accommodation, and/or entertainment.
240.1	<i>Unspecified</i>	
240.2	<i>Pub</i>	
240.3	<i>Tavern</i>	
240.4	<i>Hotel</i>	
240.5	<i>Licensed Club</i>	
240.6	<i>Restaurant</i>	
240.7	<i>Licensed Restaurant</i>	



Code	Commercial	Description
240.8	Nightclub/Cabaret	
240.9	Reception/Function Centre	
241	Hotel–Gaming	Land licensed to sell liquor and is permitted to provide gaming facilities. May provide meals, limited accommodation, and/or entertainment.
242	Club–Gaming – stand alone	Land permitted to provide gaming facilities associated with a special purpose organisation, e.g. ethnic club, RSL. Access is normally subject to entry conditions.
243	Member Club Facility	Land upon which the use of the facilities are restricted by membership requirements. Entry is not available to non-members. May contain any combination of liquor sales, meals and limited accommodation, e.g. RACV member club, The Australian Club.
244	Casino	Land with special operating permit for a large gaming facility.
245	National Company Restaurant	Land occupied by a national company and used as a fast food outlet, e.g. KFC, McDonalds.
246	Kiosk	Land developed with a small retail facility commonly found in public areas, e.g. parks, transport hubs.
247	Conference/Convention centre	Land developed with purpose built facilities used for conference or convention centre purposes.
25	Entertainment – Cinema, Live Theatre and Amusements (non-sporting)	
250	Live Entertainment – Major Multi-Purpose Complex	Land developed with a large purpose-built venue used for a wide variety of live entertainment, e.g. Melbourne Arts Centre.
251	Cinema Complex	Land developed as a cinema complex incorporating theatres, either stand alone or within a larger complex.
252	Playhouse/Traditional Theatre	Land developed as a theatre, either stand alone or within a larger complex.
253	Drive-In	Land with an outdoor movie theatre with drive-in parking facilities.
26	Tourism Facilities/Infrastructure	
260	Large Theme Attraction/Park	Land developed as a high-profile theme park with attractions, e.g. Sovereign Hill, Ballarat.
261	Amusement Park	Land developed as purpose built amusement park with limited rides and attractions, e.g. Luna Park, Melbourne.
262	Major Infrastructure Attractions (often associated with a major historic or feature natural location).	Land associated with a major tourist attraction destination, e.g. Penguin Parade at Phillip Island, Otway Fly Treetop Walk.
263	Tourism Infrastructure – Local Attractions	Land associated with a local tourist attraction, e.g. cable cars, water slides, chair lifts, tourist railways.
27	Personal Services	
270	Health Surgery	Land used by a health practitioner in a stand-alone practice.
271	Health Clinic	Land used as consulting suites by health practitioners within an unsubdivided complex, e.g. doctor, chiropractor, dentist, radiologist.
271.1	Unspecified	
271.2	Diagnostic Centre/X-Ray	
271.3	Medical Centre/Surgery	



Code	Commercial	Description
271.4	Dental Clinic	
271.5	Super Clinic	
272	Brothel	Land permitted to be used for the business of providing prostitution services.
273	Crematorium/Funeral Services	Land that is purpose built for undertaking funeral services.
274	Automatic Teller Machine	An ATM facility that is not within or attached to banking premises. Can be standalone or separately occupied.
275	Veterinary Clinic	Land used by a veterinary practitioner to treat animals. It may include keeping animals on the premises for treatment or adoption.
28	Vehicle Car Parking, Washing and Sales	
280	Ground Level Parking	Land used for ground level parking.
281	Multi-Storey Car Park	Land developed as a multi-storey car parking facility.
282	Individual Car Park Site	A subdivided car park within a commercial property. Can be leased individually or as part of a single complex by a car park operator.
282.1	Unspecified	
282.2	Car park – Under Cover	
282.3	Car park – Open Air	
283	Car Wash	Land developed as a purpose built car wash facility. Can be stand alone or part of a larger property.
284	Vehicle Sales Centre	Land used for the preparation and display of new or second-hand vehicles for sale.
285	Vehicle Rental Centre	Land used for the preparation, storage and display of vehicles available for hire.
29	Advertising or Public Information Screens	
290	Advertising Sign	Land upon which an advertising sign is erected may be stand alone or form part of a larger property.
290.1	Unspecified	
290.2	Self-Standing Pole	
290.3	Bridge Fixed	
290.4	Roof Mounted	
290.5	Wall Fixed	
293	Electronic Stadium/Street TV Relay Screen/Scoreboard	Land upon which electronic screen or scoreboard used for the display of live media and information. May be stand alone or form part of a larger property.

Code	Industrial	Description
30	Industrial Use Development Land	
300	Industrial Development Site	Vacant land with a permit approved or capable of being developed for industrial use.



Code	Industrial	Description
301	Vacant Industrial In globo Land	Land which is zoned for future industrial subdivision/development.
302	Industrial Airspace	Airspace capable of being developed for industrial purposes, usually above a rooftop, roadway, railway.
303	Industrial Land with ancillary improvements only	Vacant industrial land with only ancillary improvements
31	Manufacturing	
310	General Purpose Factory	Land used for manufacturing, assembly or repairs. May have specialised/purpose built structures.
310.1	<i>Unspecified</i>	
310.2	<i>Factory Unit</i>	
310.3	<i>Factory</i>	
310.4	<i>Garage/Motor Vehicle Repairs</i>	
310.5	<i>Office/Factory</i>	
310.6	<i>Workshop</i>	
311	Food Processing Factory	Land developed with purpose built food processing facilities, e.g. cannery, milk production plant.
311.1	<i>Unspecified</i>	
311.2	<i>Processing Plant</i>	
311.3	<i>Dairy</i>	
312	Major Industrial Complex – Special Purpose Improvements	Land developed with purpose built facilities for large scale industrial use, e.g. car plant, paper mills.
32	Warehouse/Distribution/Storage	
320	General Purpose Warehouse	Land used for the storage of goods.
320.1	<i>Unspecified</i>	
320.2	<i>Warehouse</i>	
320.3	<i>Warehouse/Office</i>	
320.4	<i>Warehouse/Factory</i>	
320.5	<i>Warehouse/Showroom</i>	
320.6	<i>Depot</i>	
320.7	<i>Store</i>	
320.8	Self storage facility	<i>Land developed with a building or group of buildings containing separate, individual and private storage spaces of varying sizes available for lease or rent.</i>
321	Open Area Storage	Land with extensive hardstand area used for the storage of goods and equipment.
321.1	<i>Unspecified</i>	
321.2	<i>Hardstand/Storage Yard</i>	
321.3	<i>Wrecking Yard</i>	
321.4	<i>Concrete Batching Plant</i>	
321.5	<i>Container storage</i>	



Code	Industrial	Description
322	Bulk Grain Storage (structures)	Land developed with silos used for the storage of grain.
323	Bulk Grain Storage (earthen walls and flooring - pit bunker)	Land developed with bunkers used for the storage of grain.
324	Bulk Liquid Storage Fuel Depot/Tank Farm	Land developed with tanks for the storage and distribution of bulk liquids, e.g. tank farms, fuel depot.
325	Coolstore/Coldstore	Land with a purpose built structure used for the cold storage of perishable products.
326	Works Depot	Land developed as a works depot used in conjunction with infrastructure maintenance, e.g. municipal depot.
33	Noxious/Offensive/Dangerous Industry	
330	Tannery/Skins Depot and Drying	Land developed for the tanning of skins and hides.
331	Abattoirs	Land developed with purpose built structures used for the holding and slaughter of stock and the preparation of meat for the wholesale market.
332	Stock sales yards	Land developed with purpose built structures used for the yarding and selling of stock.
333	Rendering Plant	Land developed with purpose built structures used for the extraction of lard, tallow, and oil from animal parts.
334	Oil Refinery	Land developed with purpose built structures used in the refinement and storage of petroleum products.
335	Petro-chemical Manufacturing	Land developed with purpose built structures used in the production of chemical based products from petroleum.
336	Sawmill	Land developed with purpose built structures used for the milling and curing of timber.
Code	Extractive Industries	Description
40	Extractive industry site with permit or reserve not in use	
400	Sand	Land permitted to be used, for the extraction of building/manufacture materials (silica).
401	Gravel/Stone	Land permitted to be used, for the extraction of materials used for road works/ construction.
402	Manufacturing Materials	Land permitted to be used, for the extraction of materials used for manufacturing, such as clay (paper and pottery), Limestone, Dolomite (fertiliser) and Cement/Gypsum (cement).
403	Soil	Land permitted to be used, for the extraction of soil.
404	Coal	Land permitted to be used, for the extraction of coal.
405	Minerals/Ores	Land permitted to be used, for the extraction of various types of minerals and ore.
406	Precious Metals	Land permitted to be used, for the extraction of precious metals, e.g. gold, silver.
407	Uranium	Land permitted to be used, for the extraction/storage of uranium.
408	Former Quarry/Mine (open cut) – (dry)	Land formerly used for extractive industries.
409	Former Quarry/Mine (open cut) – (wet)	Land formerly used for extractive industries and is now inundated with water.



Code	Extractive Industries	Description
41	Quarry (in use)	
410	Sand	Land from which sand is being extracted by a licensed operator.
411	Gravel/Stone	Land from which stone and gravel are being extracted by a licensed operator.
412	Manufacturing Materials	Land from which manufacturing materials, such as clay (paper and pottery), limestone, dolomite (fertiliser) and cement/gypsum (cement), are being extracted by a licensed operator.
413	Soil	Land from which soil is being extracted for by a licensed operator.
42	Mine (open cut)	
420	Black or Brown Coal	Land from which black or brown coal are being extracted by a licensed operator.
421	Iron Ore	Land from which iron ore is being extracted by a licensed operator.
422	Bauxite	Land from which bauxite is being extracted by a licensed operator.
423	Gold	Land from which gold is being extracted by a licensed operator.
424	Metals (other than gold)	Land from which metals (other than gold) are being extracted by a licensed operator.
425	Precious Stones	Land from which precious stones are being extracted for by a licensed operator.
426	Uranium	Land from which uranium is being extracted for by a licensed operator.
427	Non-metals (other than Uranium)	Land from which non-metals (other than uranium) being extracted by a licensed operator.
43	Mine (deep shaft)	
430	Non-metals	Land from which non-metals are being extracted by a licensed operator, from deep underground, by way of an inclined or vertical passageway or shaft equipped with lifting machinery.
431	Black Coal	Land from which black coal is being extracted by a licensed operator from deep underground, by way of an inclined or vertical passageway or shaft equipped with lifting machinery.
432	Precious Stones	Land from which precious stones are being extracted by a licensed operator from deep underground, by way of an inclined or vertical passageway or shaft equipped with lifting machinery.
433	Gold	Land from which gold is being extracted by a licensed operator from deep underground, by way of an inclined or vertical passageway or shaft equipped with lifting machinery.
434	Metals (other than gold)	Land from which metals (other than gold) are being extracted by a licensed operator from deep underground, by way of an inclined or vertical passageway or shaft equipped with lifting machinery. Gold may be extracted from ore but it is not the principle mining activity.
439	Closed Mine Shaft	Land containing a decommissioned mine shaft, where above ground structures may remain.
44	Tailings Dumps	
440	Tailings Dump (minerals)	Land permitted to be used for the storage/treatment of minerals in tailing dumps and dams.



Code	Extractive Industries	Description
441	Tailings Dump (non-minerals)	Land permitted to be used for the storage/treatment of non-minerals in tailing dumps and dams.
45	Well/Bore	
450	Oil	Land containing a narrow hole drilled or dug into the earth for the production oil.
451	Gas	Land containing a narrow hole drilled or dug into the earth for the production of natural gas.
452	Water (mineral)	Land containing a narrow hole drilled or dug into the earth for the production of water (mineral).
453	Water (stock and domestic)	Land containing a narrow hole drilled or dug into the earth for the production of water, for use for stock and domestic purposes.
454	Water (irrigation)	Land containing a narrow hole drilled or dug into the earth for the production of water, for use in irrigation.
459	Disused Bore/Well	Land containing a narrow hole drilled into the earth that is decommissioned. Above ground structures may remain.
46	Salt Pan (evaporative)	
460	Lake – Salt Extraction	Land containing a lake from which salt is extracted.
461	Man-made Evaporative Basin	Land containing a man-made evaporative basin from which salt is extracted.
47	Dredging Operations	
470	Dredging (minerals)	Land on which dredging for the extraction, treatment and restoration of submerged minerals occurs. Usually licensed operations on Crown/State land subject to inundation.
471	Dredging (non-minerals)	Land on which dredging for the extraction, treatment and restoration of submerged materials that are not minerals occurs. Usually licensed operations on Crown/State land subject to inundation.
48	Other Unspecified	
480	Extractive less than 2 Metres	Land from which material is extracted, that do not exceed 2 metres in depth.
481	Operating mine unspecified	Land from which material is extracted but is not otherwise specified.
482	Vacant Land mining unspecified	Land from which material has been extracted in the past, that is decommissioned, is vacant land and not otherwise specified.

Code	Primary production	Description
50	Native Vegetation	
500	Vacant Land - Native Vegetation/Bushland	Vacant land that is not cleared with native vegetation coverage typical of the district that is not covered by a covenant or other formal agreement to preserve the vegetation.
501	Vacant Land - Native Vegetation/Bushland with Covenant/Agreement	Vacant land that is not cleared with native vegetation coverage typical of the district, covered by a covenant or other formal agreement to preserve the vegetation.



Code	Primary production	Description
51	Agriculture Cropping	
510	General Cropping	Land used for the production of broad-acre crops, e.g. grains, oilseeds and cotton.
510.1	<i>Unspecified</i>	
510.2	<i>Crop Production – Mixed/Other</i>	
510.3	<i>Crop Production – Other Grains/Oil Seeds</i>	
510.4	<i>Crop Production – Wheat</i>	
510.5	<i>Crop Production – Fodder Crops</i>	
511	Specialised Cropping	Land used in the production of broad-acre crops that require a permit, license or specialist infrastructure, e.g. pyrethrum, poppies.
52	Livestock Grazing	
520	Domestic Livestock Grazing	Land used for the grazing of domestic livestock.
521	Non-Native Animals	Land used for the grazing of specialist/exotic animals.
522	Native Animals	Land used for the grazing of native animals.
523	Livestock Production – Sheep	Land developed with specialist infrastructure and used for the farming of sheep.
524	Livestock Production – Beef Cattle	Land developed with specialist infrastructure and used for the farming of beef cattle.
525	Livestock Production – Dairy	Land developed with specialist infrastructure and used for the farming and milking of dairy cattle.
53	Mixed Farming and Grazing	
530	Mixed farming and grazing	Land used for mixed use farming purpose, e.g. cropping and grazing/livestock production.
530.1	<i>Unspecified</i>	
530.2	<i>Mixed farming and grazing with infrastructure</i>	
530.3	<i>Mixed farming and grazing without infrastructure</i>	
54	Livestock – special purpose fencing, pens, cages, yards or shedding, stables	
540	Cattle Feed Lot	Land developed with specialist infrastructure used for intensive feeding of cattle.
541	Poultry – Open Range	Land used for poultry run as free range.
542	Poultry (egg production)	Land developed with specialist infrastructure used for egg production.
543	Poultry (broiler production)	Land developed with specialist infrastructure used for broiler production.
544	Horse Stud/Training Facilities/Stables	Land developed with specialist infrastructure used as a horse stud farm or horse training facility.
544.1	<i>Unspecified</i>	
544.2	<i>Horse Stud</i>	



Code	Primary production	Description
544.3	<i>Training Facilities</i>	
544.4	<i>Stables</i>	
545	Piggery	Land developed with specialist infrastructure for use as a piggery.
546	Kennel/Cattery	Land developed with specialist infrastructure for use as a kennel and/or cattery.
55	Horticulture Fruit and Vegetable Crops	
550	Market Garden – Vegetables	Land used for the planting of vegetable crops.
551	Orchards, Groves and Plantations	Land used for the planting of trees for the production of fruit and nuts, e.g. olives, stone fruits, tropical fruits, citrus.
56	Horticulture – Special Purpose Structural Improvements	
561	Vineyard	Land developed with specialist infrastructure to facilitate the growing of grapes.
562	Plant/Tree Nursery	Land used for the propagation, growing and storage of plants.
563	Commercial Flower and Plant Growing – (outdoor)	Land used for the propagation, growing and storage of flowers and plants.
564	Glasshouse Plant/Vegetable Production	Land developed with specialist infrastructure for the indoor propagation and growing of plants and plant crops.
57	Forestry – Commercial Timber Production	
570	Softwood Plantation	Land used for the growing and harvesting of softwood trees, e.g. Radiata Pine.
571	Hardwood Plantation	Land used for the growing and harvesting of hardwood trees, e.g. Blue Gum.
572	Native Hardwood (standing timber)	Land used for the growing and harvesting of native trees within a revegetated area.
58	Aquaculture	
580	Oyster Beds	Land developed with specialist infrastructure used for the cultivation of oysters.
581	Fish Farming – Sea Water Based	Land developed with specialist infrastructure used for seawater based fish farming.
582	Yabby Farming	Land developed with specialist infrastructure used for yabby farming.
583	Aquaculture Breeding/Research Facilities/ Fish Hatchery	Land upon which special purpose aquaculture breeding and/or research facilities are constructed. Includes the breeding and growing of fish for commercial purposes.

Code	Infrastructure and utilities (industrial)	Description
60	Vacant	
600	Vacant Land	Vacant land reserved or capable of being developed for infrastructure purposes.



Code	Infrastructure and utilities (industrial)	Description
601	Unspecified – Transport, Storage, Utilities and Communication	Vacant land reserved or capable of being developed for transportation, storage, utilities and communication uses.
61	Gas or Petroleum	
610	Wells	Land developed with specialist infrastructure used as a gas or oil well.
611	Production/Refinery	Land developed with specialist infrastructure used for the production/refinery of gas or petroleum products.
612	Storage	Land developed with specialist infrastructure used for the storage of gas or petroleum products.
613	Transmission Pipeline (through easements, freehold and public land)	Land developed with specialist infrastructure used for the transmission of gas or petroleum products
614	Distribution/Reticulation Pipelines (through easements, freehold and public land)	Land developed with specialist infrastructure used for the reticulation of gas or petroleum products for domestic/commercial purposes
62	Electricity	
620	Electricity Power Generators – Fuel Powered	Land developed with specialist infrastructure used in the generation of fuel powered electricity. (includes brown coal, black coal, gas, petroleum, biomass and nuclear)
621	Hydroelectricity Generation	Land developed with specialist infrastructure used in the generation of hydroelectricity.
622	Wind Farm Electricity Generation	Land developed with specialist infrastructure used in the generation of wind powered electricity.
623	Electricity substation, terminal station, or transmission system switchyard	Land developed with specialist infrastructure associated with electricity being converted, transformed and controlled
624	Electricity Transmission Lines	Land developed with high voltage transmission lines used for electricity transmission (through easements, freehold and public land)
625	Electricity Distribution/Reticulation Lines	Land developed with lines used for domestic/commercial electricity distribution (through easements, freehold and public land)
626	Solar Electricity Generation	Land developed with specialist infrastructure used in the generation of solar electricity.
627	Battery Storage Facility	Land developed with specialist infrastructure used in the storage of energy
63	Waste Disposal, Treatment and Recycling	
630	Refuse Incinerator	Land developed with specialist infrastructure used for the incineration of refuse.
631	Refuse Transfer Station	Land developed with specialist infrastructure used in the storage and transfer of refuse.
632	Sanitary Land Fill	Land permitted to be used for the disposal of household, commercial, industrial and public waste.
633	Refuse Recycling	Land developed with specialist infrastructure used in the recycling of refuse.
634	Hazardous Materials/Toxic Storage Centre	Land permitted to be used for the storage of hazardous materials and toxic waste.



Code	Infrastructure and utilities (industrial)	Description
635	Toxic By-product Storage and Decontamination Site	Land permitted to be used for the storage of mining waste.
636	Sewerage/Stormwater Treatment Plant Site	Land developed with specialist infrastructure used in the treatment of sewerage and stormwater.
637	Sewerage/Stormwater Pump Stations	Land developed with specialist infrastructure used in the pumping of sewerage and stormwater.
638	Sewerage/Stormwater Pipelines (through easements, freehold and public land)	Land developed with pipelines or channels used for domestic sewerage or stormwater reticulation.
638.1	<i>Unspecified</i>	
638.2	<i>Public Utility – Drainage</i>	
638.3	<i>Public Utility – Sewerage</i>	
638.4	<i>Reserve for Drainage or Sewerage Purposes</i>	
638.5	<i>Retarding Basin</i>	
64	Water Supply	
640	Water Catchment Area	Land used for the purpose of water catchment within a designated water catchment area.
641	Water Catchment Dam/Reservoir	Land developed with specialist infrastructure and used as a dam, weir, storage basin or reservoir for water catchment.
642	Water Storage Dam/Reservoir (Non-Catchment)	Land developed with specialist infrastructure and used as a dam, weir, storage basin or reservoir for water storage.
643	Water Treatment Plant	Land developed with specialist infrastructure used for the treatment of water, e.g. desalination plant.
644	Water Storage Tanks, Pressure Control Towers and Pumping Stations.	Land developed with water storage tanks, pressure control towers and pumping stations used for water supply.
645	Major Water Conduits	Land developed with canals, flumes, pipes to carry water to power stations, treatment plants and irrigation supply channels used for the supply of water.
646	Water – Urban Distribution Network (through easements, freehold and public land)	Land developed with infrastructure for the domestic reticulation of water.
65	Transport – Road Systems	
650	Freeways	Land that forms part of a freeway.
651	Main Highways (including national routes)	Land that forms part of a main highway.
652	Secondary Roads	Land that forms part of a secondary road.
653	Suburban and Rural Roads	Land that forms part of a suburban or rural road.
654	Closed Roads	Land that forms part of a road that is now closed.
655	Reserved Roads	Land reserved for future roads.
656	Bus Maintenance Depot	Land developed for the parking and maintenance of passenger buses.



Code	Infrastructure and utilities (industrial)	Description
657	Bus Interchange Centre/Bus Terminal	Land developed as a bus interchange centre/bus terminal.
658	Designated Bus/Taxi Stops/Stands/Shelters	Land developed as a bus/taxi stop. Includes designated areas, stands and shelters.
659	Weighbridge	Land developed with a weighbridge.
66	Transport – Rail and Tramway Systems	
660	Railway Line in use	Land developed and used as an operating railway line and associated infrastructure.
661	Railway Switching and Marshalling Yards	Land developed and used as a railway switching and marshalling yard.
662	Railway Maintenance Facility	Land developed and used for railway maintenance.
663	Railway Passenger Terminal Facilities (including stations)	Land developed and used as a railway passenger terminal.
664	Railway Freight Terminal Facilities	Land developed and used as a railway freight terminal.
665	Tramway/Light Rail Right of Way and Associated Track Infrastructure	Land developed and used as an operating tram or light rail service and associated infrastructure.
666	Tramway Maintenance /Terminal Storage	Land developed and used for tramway maintenance and terminal facilities.
668	Railway/Tramway Line Closed/Unused	Land developed and no longer used for tramways or other related facilities.
67	Transport – Air	
670	Airport	Land developed with specialist infrastructure used as an airport capable of handling domestic and/or international services (includes associated open space).
671	Airstrip	Land developed with limited infrastructure and used as a local/regional airstrip.
672	Airport Traffic Control Centre	Land developed with specialist infrastructure used and operated as an air traffic control centre.
673	Airport Hangar Building	Land developed with specialist infrastructure used for aircraft maintenance and storage.
674	Airport Terminal Building – Passengers	Land developed with specialist infrastructure used in conjunction with airline operations to manage passenger services.
675	Airport Terminal Building – Freight	Land developed with specialist infrastructure used for freight handling services within an airport.
676	Heliport	Land developed and used for helicopter landing and parking.
68	Transport – Marine	
680	Port Channel	Designated channel used as a shipping waterway.
681	Port Dock/Berth	Seabed adjoining a wharf and developed with infrastructure used for the berthing of ships.
682	Port Wharf/Pier and Apron – Cargo	Land developed with specialist infrastructure to facilitate the movement of containers and cargo to and from ships.



Code	Infrastructure and utilities (industrial)	Description
683	Wharf – Storage Sheds	Land developed with enclosed storage facilities within a wharf.
684	Wharf – Passenger Terminal and Ferry Pier Facilities	Land developed with passenger terminals and other facilities within a wharf or pier.
685	Piers, Storages and Slipways	Land developed and used for the maintenance and launching of boats.
686	Ramps and Jetties	Land developed with limited infrastructure used for recreational boating purposes.
687	Marinas and Yacht Clubs	Land developed with specialist infrastructure used for the wet and dry storage of leisure boats.
688	Dockyard, Dry Dock and/or Ship Building Facility	Land developed with specialist infrastructure used for the repair, maintenance, and construction of ships.
689	Lighthouse and Navigation Aids	Land developed with specialist infrastructure used to assist in sea navigation.
69	Communications, including Print, Post, Telecommunications and Airwave Facilities	
690	Post Offices	Land used for the collection/ distribution of mail and the sale of products associated with that use.
691	Postal Exchange/Mail Sorting Centres	Land developed and used for the sorting of mail.
692	Post Boxes	Land developed with a single receptacle for the posting of mail.
693	Telecommunication Buildings/Maintenance Depots	Land developed and used for the maintenance of telecommunication installations.
694	Telecommunication Towers and Aerials	Land developed with specialist infrastructure used for the transmission of telecommunication signals. Maybe be stand alone or affixed to buildings.
694.1	<i>Unspecified</i>	
694.2	<i>Telecommunication Tower</i>	
694.3	<i>Telecommunication Aerial</i>	
695	Cable Lines, Conduits and Special Purpose Below Street Level Communication Line Tunnels – not being sewers (through easements, freehold and public land)	Land developed with cable lines, conduits and special purpose, below street level and communication line tunnels used for telecommunication purposes.
696	Television/Radio Station – Purpose Built	Land developed with specialist infrastructure used for the production/ recording of television and radio programs.
697	Printing Works/Press	Land developed with specialist infrastructure and used for printing works, e.g. newspaper print, magazines.
698	Telephone Exchange – Purpose Built	Land developed with specialist infrastructure used to facilitate the transmission of telephonics.



Code	Community Services	Description
70	Vacant or Disused Community Services Site	
700	Vacant Health Services Development Site	Vacant land with a permit approved or capable of being developed for health purposes, e.g. hospital site.
701	Vacant Education and Research Development Site	Vacant land with a permit approved or capable of being developed for education purposes, e.g. school/university site.
702	Vacant Justice and Community Protection Development Site	Vacant land with a permit approved or capable of being developed for justice and community protection purposes, e.g. police station, courthouse.
703	Vacant Religious Purposes Development Site	Vacant land with a permit approved or capable of being developed for religious purposes, e.g. church, temple, synagogue site.
704	Vacant Community Services Development Site	Vacant land with a permit approved or capable of being developed for community services, e.g. clubrooms.
705	Vacant Government Administration Development Site	Vacant land with a permit approved or capable of being developed for government administration purposes, e.g. civic purposes.
706	Vacant Defence Services Development Site	Vacant land with a permit approved or capable of being developed for defence purposes, e.g. barracks.
707	Cemetery	Land permitted to be used as a cemetery.
71	Health	
710	Public Hospital	Land developed and used as a hospital funded by the government for public patients.
711	Private Hospital	Land developed and used as a non-government funded hospital for private patients.
712	Welfare Centre	Land developed and used for the purposes of providing welfare services to the community.
713	Community Health Centre	Land developed and used as consulting facilities, for a range of public health issues to the wider community.
714	Centre for the Mentally ill	Land developed with specialist facilities and used for the treatment of the mentally ill. Includes rehabilitation clinics.
715	Day Care Centre for Children	Land developed and permitted to be used as a day care centre of children by a licensed operator.
72	Education and Research	
720	Early Childhood Development Centre – Kindergarten	Land developed and permitted to be used as a funded early education centre for children 3-5-year olds.
720.1	<i>Unspecified</i>	
720.2	<i>Early Childhood Development Centre</i>	
720.3	<i>Kindergarten</i>	
720.4	<i>Pre-School</i>	
720.5	<i>Child Welfare and Pre-School</i>	
721	Government School	Land developed and used in the education of students in a government school operated by the state.
721.1	<i>Unspecified</i>	



Code	Community Services	Description
721.2	<i>Primary School</i>	Land developed and used in the education of students in years p-6/7.
721.3	<i>Secondary School/College</i>	Land developed and used in the education of students in years 7/8-12. Includes trade and technical schools.
721.4	<i>Combined Primary/Secondary</i>	Land developed and used in the education of students in years p-12.
721.5	<i>Technical School</i>	Land developed and used in the education of students in years 7/8-12 for trade and technical purposes.
721.6	<i>Playing Fields and Sporting Facilities</i>	
722	School Camps	Land developed and used as a camp exclusively for the education of students by a registered education provider.
723	Non-Government School	Land developed and used in the education of students in a non-government school operated by a registered education provider.
723.1	<i>Unspecified</i>	
723.2	<i>Primary School</i>	Land developed and used in the education of students in years p-6/7.
723.3	<i>Secondary School/College</i>	Land developed and used in the education of students in years 7/8-12.
723.4	<i>Combined Primary/Secondary</i>	Land developed and used in the education of students in years p-12.
723.5	<i>Technical School</i>	Land developed and used in the education of students in years 7/8-12 for trade and technical purposes.
723.6	<i>Playing Fields and Sporting Facilities</i>	
724	Special Needs School	Land developed and used in the education of pupils with special needs by a registered education provider.
725	University	Land developed and used in undergraduate and post graduate studies at degree, masters and PhD levels by a registered university.
726	Technical and Further Education	Land developed and used for post-secondary school education and training by a registered education provider. Usually aimed at developing specific job core competencies.
727	Research Institute – Public	Land developed and used as a research facility by the government.
728	Observatory	Land developed with purpose-built infrastructure associated with astronomy and of national scientific importance.
729	Residential College/Quarters Defence forces	Residential accommodation/quarters for the defence forces.
73	Justice and Community Protection	
730	Police Facility	Land developed and used as a policing facility, at district/regional/state level.
731	Court Facility	Land developed and used as a judicial facility for either a Court or tribunal.
732	Prison/Detention Centre/Gaol Complex/Corrective Institution	Land developed and used for custodial purposes.



Code	Community Services	Description
733	Fire Station Facility	Land developed and used for the storage of vehicles and equipment for the fighting of fires.
734	Ambulance Station Facility	Land developed and used as an ambulance station.
735	Emergency Services Complex	Land developed and used for state emergency services facilities.
736	Community Protection and Services Training Facility	Land developed and used as a specialist facility for the training of fire, police, ambulance, SES and prison personnel.
74	Religious	
740	Place of Worship	Land developed and used as a place of worship.
741	Religious Hall	Land developed and used for the social interaction of people by a religious organisation.
742	Religious Residence	Land developed and used as a dwelling by an ordained member(s) of a religious order, as part of administering their religious duties.
743	Religious Study Centre	Land developed and used as a religious study centre.
75	Community Service and Sporting Clubrooms and Halls	
750	Halls and Service Clubrooms	Land developed and used as an occasional meeting place by community-based groups or clubs.
751	Rural and Community Camps	Land developed with accommodation used by persons or groups for short term recreation/training/education purposes by a community service provider e.g. scout camp.
752	Community Facility	Land developed and used as a meeting place by groups involved in community interests, e.g. neighbour centre.
76	Government Administration	
760	Parliament House	Land developed and used by government as a house of parliament.
761	Government House	Land developed and used as a residence by a governor of a state or the Commonwealth.
762	Local Government	Land developed and used for the administration of local government.
763	Civic Buildings	Land developed and used by local government for civic purposes.
77	Defence Services/Military Base	
770	Army Barracks/Administration Base	Land developed and used for the administration of the armed forces.
771	Army Maintenance Depots	Land developed and used by the army for the storage and maintenance of equipment and infrastructure.
772	Army Field Camps and Firing Ranges	Land developed and used by the army as field camps and for firearms training/practice.
773	Naval Base/Administration Base	Land developed and used for the administration of the naval forces.
774	Naval Specialised Facilities – Ground Based	Land developed with specialised infrastructure for use by the navy, e.g. storage, maintenance and training.
775	Naval Specialised Facilities – Water Based	Land developed with specialised infrastructure associated with the berthing of navy vessels, e.g. wharves, dry docks.



Code	Community Services	Description
776	Air Force Base/Administration	Land developed and used for the administration of the Air forces.
777	Airstrip and Specialised Facilities	Land developed with specialised infrastructure associated with an airbase used by the Air Force, e.g. airfields, hangars, storage and maintenance.
778	Munitions Storage Facility	Land developed and used the defence forces for the storage of explosives, ammunition and bombs.
78	Other Community service facilities	
780	Public Conveniences	Land developed and used as a public convenience, e.g. public toilet block.
781	Unspecified – Public, Education and Health Improved	Land developed and used for the provision of education and health to the public by community service groups.
782	Unspecified – Public, Education and Health vacant	Vacant land with a permit approved or capable of being developed for public education and health services.
783	Animal shelter	Land developed and used as an animal welfare shelter by a community service group. May include keeping the animals on the premises for treatment or adoption.

Code	Sport, Heritage and Culture	Description
80	Vacant Land	
800	Vacant Site – Sporting Use	Vacant land with a permit approved or capable of being developed for sporting use.
801	Vacant Site – Heritage Application	Vacant land designated and zoned for heritage purposes, e.g. historic precinct, heritage landscape.
802	Vacant Site – Cultural Use	Vacant land designated and zoned for cultural purposes.
81	State/Regional Sports Complex	
810	Major Sports Complex	Land developed with specialised infrastructure used as a major sporting facility for commercial purposes, e.g. MCG.
811	Major Indoor Sports Complex	Land developed with specialised infrastructure used as an indoor sporting facility for commercial purposes, e.g. Rod Laver Arena.
812	Outdoor\Indoor Sports Complex - non major	Land developed and used as a state or regional sports facility with limited commercial application, e.g. Velodrome, Netball Hockey centre.
813	Outdoor Sports – Extended Areas/Cross Country	Land developed with specialist infrastructure over extended open areas used for recreational/sporting activities, e.g. member facility golf course, polo fields.
814	Aquatic Complex	Land developed with specialised infrastructure used as an aquatic complex for water sports.
815	Water Sports – Outdoor	Land developed with specialised infrastructure used for open air water sports, e.g. rowing.
816	Motor Racing Tracks/Speedways	Land developed with specialised infrastructure used for motor sports.
817	Racecourse/Tracks	Land developed with specialised infrastructure used for horse, greyhound, or harness racing, e.g. Flemington, Randwick.
818	Ski Fields	Land developed with specialised infrastructure used as a ski area for commercial purposes. Includes a field, run, trail or course prepared for the purpose of alpine recreation.



Code	Sport, Heritage and Culture	Description
82	Local Sporting Facilities	
820	Indoor Sports Centre	Land developed and used as a local indoor recreational facility.
820.1	<i>Unspecified</i>	
820.2	<i>Squash Courts</i>	
820.3	<i>Gymnasium/Health Club</i>	
820.4	<i>Indoor Sports Complex</i>	
820.5	<i>Bowling Alley</i>	
821	Outdoor Sports Grounds town or suburban facilities	Land developed and used as a local outdoor recreation facility.
821.1	<i>Unspecified</i>	
821.2	<i>Tennis Club</i>	
821.3	<i>Bowling Club</i>	
821.4	<i>Outdoor Park and Facilities</i>	
822	Outdoor Sports – Extended Areas/Cross Country	Land developed with specialist infrastructure over extended open areas used for local recreational/sporting activities, e.g. municipal golf course.
823	Swimming Pools/Aquatic Centres	Land developed with specialised infrastructure used as a local aquatic complex for water sports, e.g. municipal swimming centre.
824	Water Sports – Outdoor	Land developed with specialised infrastructure used for local open-air water sports, e.g. rowing.
825	Motor Racetracks/Speedways	Land developed with specialised infrastructure used for local motor sports.
826	Aero Club Facility	Land used by aero clubs for flying pursuits. May include aircraft hangers.
827	Ski Fields	Land developed with limited infrastructure and used for recreational alpine pursuits. Limited commercial application.
828	Equestrian Centre	Land developed with specialised infrastructure used for the grooming and showing of horses.
829	Bike Track/Walking Trails	Land designated as a bike track/walking trail.
83	National/State Cultural Heritage Centres	
830	Library/Archives	Land developed and used as a library or archival facility with state or national significance.
831	Museum/Art Gallery	Land developed and used as a Museum/Art Gallery with state or national significance.
832	Cultural Heritage Centre	Land developed and used as a cultural heritage centre with state or national significance.
833	Wildlife Zoo	Land developed and used as zoological gardens with state or national significance.
834	Aquarium	Land developed and used as an aquarium with state or national significance.
835	Botanical Gardens	Land developed and used as botanical gardens with state or national significance.
836	Monument/Memorial	Land developed and used as a monument/memorial with state or national significance, e.g. Shrine of Remembrance.



Code	Sport, Heritage and Culture	Description
837	Culture, recreation and sport	Land developed and used as a culture, recreation and sport centre with state or national significance.
84	Local Cultural Heritage Sites, Memorials and Monuments	
840	Library/Archives	Land developed and used as a library or archival facility with local significance.
841	Museum/Art Gallery	Land developed and used as a Museum/Art Gallery with local significance.
842	Cultural Heritage Centre	Land developed and used as a cultural heritage centre with local significance.
843	Wildlife Zoo/Park/Aquarium	Land developed and used as a wildlife zoo/aquarium with local significance.
844	Parks and Gardens	Land developed and used as parks and gardens with local significance.
845	Monument/Memorial	Land developed and used as a monument/memorial with local significance.
85	Local Recreation - Other	
850	Bathing Boxes	Land developed on the foreshore and used as a bathing box for recreational purposes.
851	Boat Sheds	Land developed on the foreshore and used as a boat shed for recreational purposes.

Code	National parks, conservation areas, forest reserves and natural water reserves	Description
90	Reserved Land	
900	Vacant Land	Vacant land with special conservation values designated but not proclaimed as a reserve.
91	Nature Reserve	
910	Nature Reserve	Land designated and proclaimed as a nature reserve.
92	Wilderness Area	
920	World Heritage Area	Land designated and proclaimed as a world heritage area. Recognised internationally for its unique wilderness values.
921	Local Wilderness Area	Land designated and recognised as a local wilderness area.
93	National Park (Land and Marine)	
930	National Park – Land	Land designated and proclaimed as a national park.
931	National Park – Marine	Land designated and proclaimed as a national marine park.
94	Natural Monument/Feature	
940	Natural Monument – Land	Land recognised for its renowned features/scenic/natural/cultural values, e.g. Three Sisters.
941	Natural Monument – Marine	Land recognised for its marine features/scenic/cultural values, e.g. Twelve Apostles – Victoria.



Code	National parks, conservation areas, forest reserves and natural water reserves	Description
95	Natural Forests and Forest Reserves	
950	Forest Reserves – Public	Public land reserved for the preservation or protection of aesthetic, scientific, flora or fauna values.
951	Forest Reserves – Private	Private land reserved for the preservation or protection of aesthetic, scientific, flora or fauna values.
96	Conservation Area	
960	Conservation Area – Public	Public land predominantly in a natural state designated as a conservation area.
961	Conservation Area – Private	Private land predominantly in a natural state designated as a conservation area.
97	Protected Landscape/Seascape	
970	Protected Landscape – Public	Public land designated as a protected landscape recognised for its natural and cultural values.
971	Protected Landscape – Private	Private land designated as a protected landscape recognised for its natural and cultural values.
972	Protected Seascape – Public	Public land designated as a protected seascape recognised for its natural and cultural values.
973	Protected Seascape – Private	Private land designated as a protected seascape recognised for its natural and cultural values.
98	Wetlands	
980	River Reserve (fresh water)	Land designated as a freshwater river reserve, usually with all year round flows.
981	Creek Reserve (fresh water)	Land designated as a freshwater creek reserve with intermittent flows and tides.
982	River Reserve (saltwater)	Land designated as a saltwater river reserve, usually with all year round flows.
983	Creek Reserve (saltwater)	Land designated as a saltwater creek reserve with intermittent flows and tides.
984	Floodway Reserve	Land designated as a floodway reserve.
985	Fresh Water Lake Reserve	Land designated as a freshwater lake reserve that usually holds water all year round.
986	Saltwater Lake Reserve	Land designated as a saltwater lake reserve and is not used for commercial salt extraction.
987	Inland Low Lying Tidal Estuary Wetlands Reserve	Land designated as a wetlands reserve associated with enclosed bays/salt water river estuary.
988	Seabed – Open Sea/Ocean/Bays	Open sea below high water mark, not being a marine park.
99	Game/Fauna Reserves	
990	Game Reserve – Public	Public land designated as a game reserve. Hunting of game may be permitted.
991	Game Reserve – Private	Private land designated as a game reserve. Hunting of game may be permitted.



Code	Non-active assessments and header records	Description
1	Cancelled/Historic/Non-Active Assessments	Land not requiring an active assessment or record for rate, tax or levy purposes.
10	Cancelled Assessment/Historic	
11	Unspecified – Non-Active Assessment	
12	Department of Housing transfer	
13	Time Share	
14	Nils and wills	
15	Non Assessed Inappropriate subdivision/ abandoned Land	Vacant lot/s or remnant land that cannot be legally used, occupied and developed due to the effect of any Act or planning control/s. Lot/s are usually subject to restructuring through planning mechanisms, or a buy back scheme.
2	Mastercard/Header/Parent Assessment	An assessment created for apportionment purposes. Not subject to a valuation notice.
20	Mastercard/Header/Parent Assessment – Residential	
21	Mastercard/Header/Parent Assessment – Commercial	
22	Mastercard/Header/Parent Assessment – Retail	
23	Mastercard/Header/Parent Assessment – Industrial	
24	Mastercard/Header/Parent Assessment – Rural	
25	Mastercard/Header/Parent Assessment – Other	

Appendix B Tracking graphs

Guidelines for constructing tracking graphs for stages 1, 2 and 3.

A tracking graph represents sales as a ratio of the sale price to a prior valuation. The purpose of a tracking graph is to monitor value shift trends against the previous revaluation. They indicate the degree of market movement within a sub-market group (SMG) or group of SMGs, and illustrate the consistency of the previous valuation, and/or the consistency with which market characteristics of property types are changing.

The information that can be obtained from a tracking graph includes:

- whether the previous valuation was under or over market
- whether prices are increasing or decreasing relative to the previous revaluation
- identifying isolated outlier sales where the sale price is very different to the previous valuation
- identifying patterns of outliers, groups of particular property types that are exhibiting different market characteristics to other properties within the SMG
- comparing SMGs to assess those that are more volatile (likely to experience a large increase or decrease in value over the revaluation period)
- quantifying percentage change in values over a period of time
- ensuring that applied values have captured the market adequately.

The tracking graph provides a visual example of the consistency of sales to valuations. A useful property of the graph is the ability to determine the change over a period of time. This can be seen in percentage terms by reading the points at which the trend line starts and ends. Comparison of the change between SMGs assists in project planning of revaluations because stable or unchanging SMGs can be valued early in the revaluation process.

B.1 Constructing a tracking graph

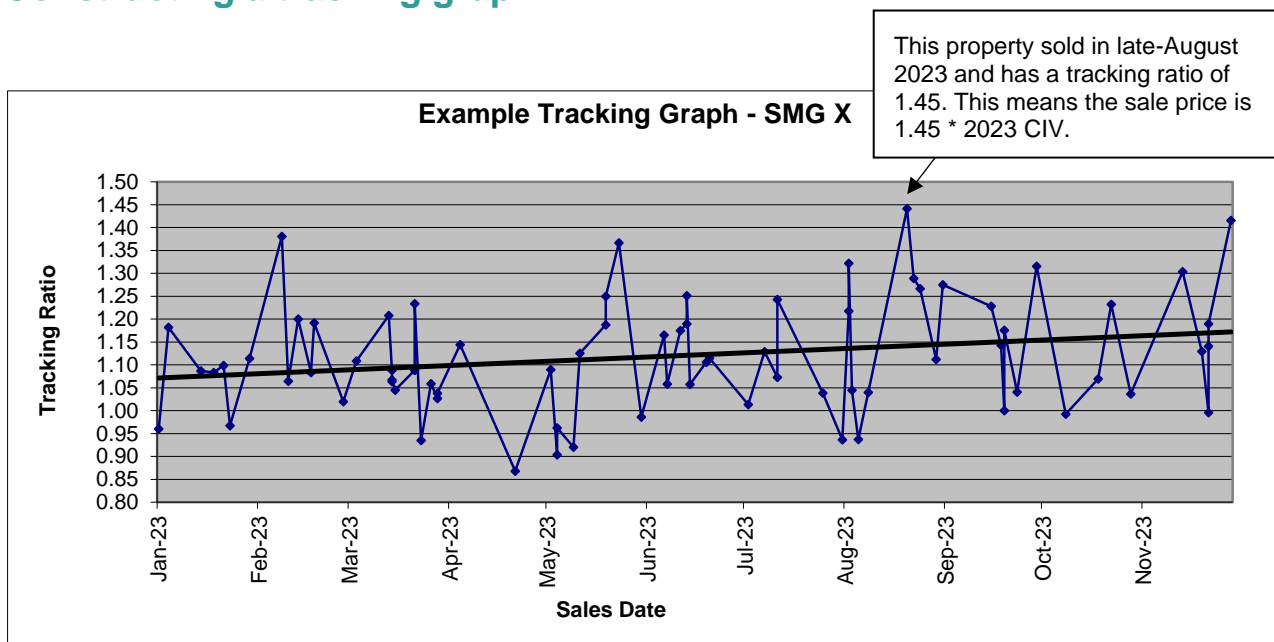


Figure B1. Line graph of tracking ratios with trend line overlaid



Collate all sales from 1 January 2023 up to the analysis date¹.

Calculate a tracking ratio using

$$\frac{\text{Sale Price}}{2023 \text{ CIV}}$$

Produce a line graph with sale date on the x-axis (horizontal axis) and tracking ratio on the y-axis (vertical axis). Add a trend line to the graph. This will give you an idea of the market movement since the last revaluation.

In the example above, the graph shows approximately an 8 per cent increase in sale prices over one year, i.e. 8 per cent is the difference between the start and end point of the trend line. In this example, 1.16 less 1.08 representing an 8 per cent market shift.

Some of the characteristics of the graph in Figure B1 include the following:

- the start of the trend line at 1.08 instead of closer to 1.0 indicates slight under-valuation of 2023 values
- eleven sales have come in at less than the 2023 valuations (tracking ratios < 1.0,) – these should be checked for similar characteristics
- seven sales have come in more than 30 per cent higher than the 2023 valuation (tracking ratios >1.30) – these should be checked for common characteristics
- sales that would require checking (physical inspection to determine whether data elements have changed) include the outliers at 0.87 (in April 2023), 1.45 (in August 2023), and 1.42 (in December 2023).

The tracking graph can identify certain types of properties that may require data update, or allocation to a different SMG.

B.2 Tracking graph for Stage 1

Stage 1 focuses on preparation and planning for the 2024 revaluation. The tracking graph is a tool for confirming SMG composition and homogeneity, and an indicator of problem areas in the 2023 revaluation. The following processes are recommended for using the tracking graph at Stage 1.

Look at the outliers (extreme highs and lows) on the graph.

If the outliers represent sales that can be validly excluded due to being a non-arm's length sale then it is appropriate that they be removed from the tracking graph.

If the outliers represent arm's length sales that appear 'high' or 'low' they are to be retained in the tracking graph as this is not a valid reason to exclude a sale. It is recommended these outliers be investigated to check that data elements are correct.

Sales comprising multiple assessments are to be analysed against the header assessment value and therefore not treated as an excluded sale.

Look for clustering of ratios away from the trend line.

If an SMG is relatively homogeneous, the majority of ratios should fall close to the trend line. If a number of ratios deviate significantly from the trend line, check these for common characteristics that may indicate these properties belong in a separate SMG; or, if remaining in the same SMG, check for valuation/data problems (e.g. view data element not captured).

Is there a particular type of property displaying a distinct behaviour?

¹ It is expected that the Stage submission will contain all available sales up to within 30 days of the submission date.

If a group of similar properties within a SMG is exhibiting a different growth pattern to the rest of the group, it should form a separate SMG. When looking at several SMGs, it may become apparent that a very small SMG is showing similar growth patterns to another, and it may be justifiable, if the property types match, to merge the two.

What does the trend line indicate?

The start point of the trend line provides an indication of under or over-valuation of the previous revaluation. If the trend line starts above 1.0, it indicates previous under-valuation. If below 1.0, it indicates over-valuation of the previous revaluation.

The end point of the trend line indicates the level of change required to fully capture the market.

For each SMG, evaluate the percentage change in market level since the last revaluation by taking the start point of the trend line at 1 January 2023, and looking at the position of the trend line at the analysis date.

The Coefficient of Dispersion (COD – calculation is explained in Appendix C) will assist in quantifying the consistency of tracking ratios within each SMG.

Rank the SMGs according to the COD – SMGs that have a high COD may require reconfiguration because a high COD indicates a large variation in tracking ratios. Low CODs indicate the SMG composition is likely to be satisfactory.

These rankings assist in prioritising SMGs for inspection and planning the timing of revaluation for each SMG. It is recommended that stable and unchanging SMGs be valued early in the revaluation process.

B.3 Tracking graph for Stages 2 and 3

While the tracking graph is used for planning purposes at Stage 1 and analysis in Stage 2, in Stage 3 the graph is useful for confirming the changes in value applied to each SMG.

Add sales that have occurred since the last prescribed date. Remember that for measuring market movement from the previous prescribed date (1 January 2023), the tracking ratio is calculated as:

$$\frac{\text{Sale Price}}{2023 \text{ CIV}}$$

At Stages 2 and 3 the movement exhibited by the trend line should reflect the change in valuations from 2023 to the nominated date for preliminary or final valuations.

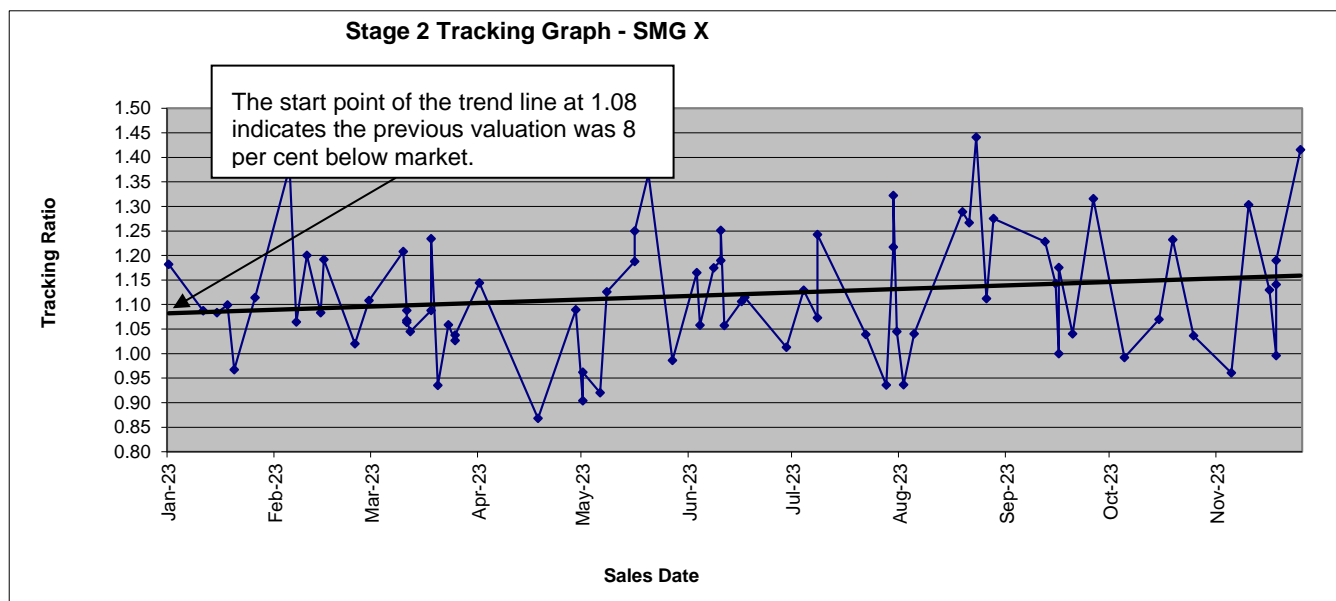


Figure B2. Line graph of tracking ratios with trend line overlaid. Stage 2 example.



In the Figure B2 example, sales from January 2023 to November 2023 are used. This would relate to a Stage 2 submission. The trend line on the graph indicates that the market increase in this SMG is around 9 per cent (trend line starts at 1.08 and ends at 1.17).

The Stage 2 valuations are expected to show an average increase of 17 per cent (8 per cent under-valuation plus 9 per cent market increase). Generally, a 10 per cent deviation between the average change in CIV and change indicated by the trend line is acceptable.

In developing SMGs where there are many sales of vacant land that have improvements built by the time of valuation, it is recommended that the tracking ratio be modified to reflect the land sale, i.e. Sale Price / 2023 Site Value. Otherwise these will show up as very low tracking ratios in the graph.

At Stage 3, the graph includes all sales up to and beyond the prescribed date of 1 January 2024. The market has continued to increase slightly, and the trend line ends at 1.20 in January. The final valuations for this SMG would show an average increase in CIV (2023–2024) of around 20 per cent to fully capture the market.

Note: The start point of the trend line indicates the level of the 2023 valuations (whether they were under or over-valued). However, if the applied value shift is equal to the end point of the trend line, any under or over-valuation in the previous revaluation will have been corrected.

An example of an industrial SMG is shown in Figure B3, which shows no market change over the revaluation period (trend line is level); however, this is the result of high and low tracking ratios balancing out. An interesting characteristic of the graph is the position of the trend line at 1.30, indicating that the previous valuations were well under market. An average increase of 30 per cent is required to bring the industrial values up to market level.

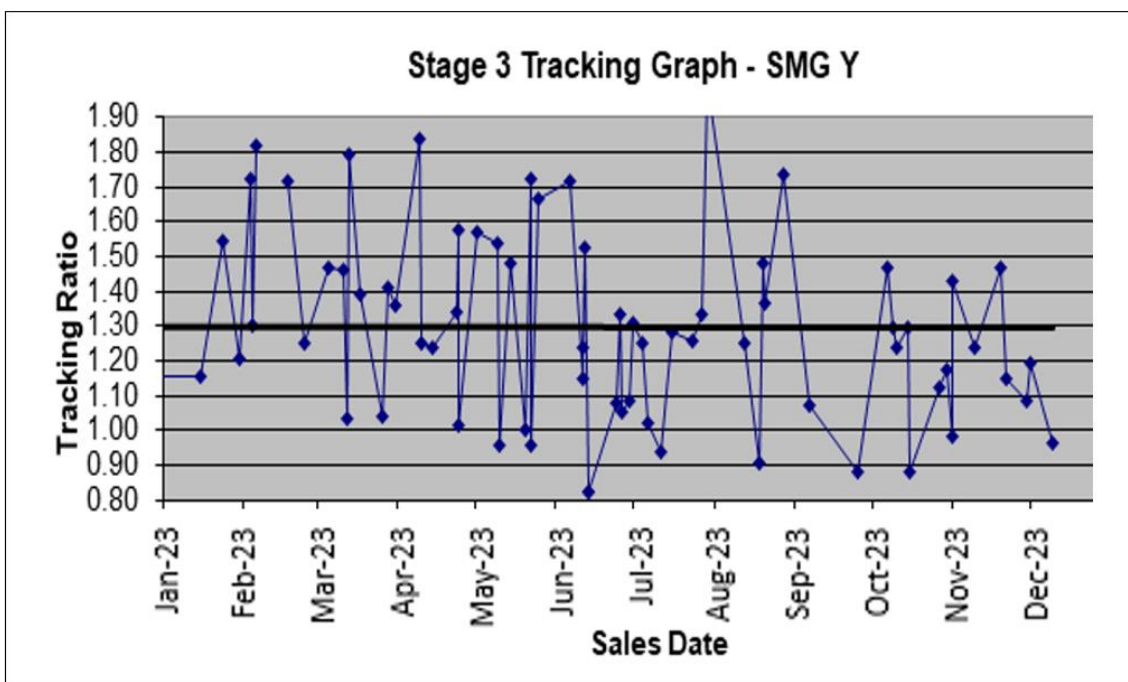


Figure B3. Line graph of tracking ratios with trend line overlaid – Stage 3 example.

Appendix C Sales ratio statistics

Guidelines for different ratio statistics, including calculating, interpreting and applying tolerances

Sales ratios are a means of comparing valuations with sales. Various statistics based on sales ratios provide measures of valuation accuracy and consistency. This appendix will explain the different ratio statistics, how they are calculated and interpreted, and what tolerances are applied to the statistics.

C.1 Sales ratio statistics

A sales ratio for a sale property is calculated by dividing the proposed Capital Improved Value (CIV) by the sale price.

$$\frac{\text{Proposed CIV}^2 \text{ (2024 level)}}{\text{Sale Price}}$$

When a number of sales are available, the statistics shown in Table C1 provide a useful summary of the sales ratios.

Table C1: Basic sales ratio statistics

Median sales ratio MSR		mid-point of ratios when sorted from lowest to highest value	
Coefficient of Dispersion COD		$\frac{\text{Average Absolute Deviation} \times 100}{\text{Median Sales Ratio}^3}$	
Coefficient of Variation COV		$\left(\frac{\text{Standard Deviation of Sales Ratios}}{\text{Average Sales Ratio}} \right)$	X 100
Price Related Differential PRD		$\frac{\text{Average Sales Ratio}}{\text{Weighted Average}}$	

The median sales ratio (MSR) is the mid-point of a group of ratios, when they are sorted from lowest to highest value.

The median provides an indication of accuracy of valuations relative to sale prices. The MSR has a tolerance of 0.90 to 1.0 (0.85 to 1.0 for Stage 3). If the median falls outside this range, it indicates that the majority of sales are more than 10 per cent under or over-valued.

The Coefficient of Dispersion (COD) is a measure of variability of sales ratios.

It requires the calculation of the average absolute deviation of sales ratios from the median value (see Table C.2), and the median sales ratio. The COD has a tolerance of 10.0 for rural and residential, and 15.0 for commercial and industrial. The Coefficient of Variation (COV) is also a measure of variability of sales ratios.

2. Where the AVPCC at sale is vacant, the numerator becomes Proposed SV (2024 level).

3. When calculating a COD at Stage 1, sales ratios are replaced by tracking ratios. The COD becomes the average absolute deviation (calculated from tracking ratios), divided by the median tracking ratio.



It requires the calculation of the standard deviation of sales ratios from the average value (see Table C.2), and the average sales ratio. The COV does not have a tolerance – it is used to establish whether the distribution of sales ratios is normal. This is important if more advanced statistics (such as confidence intervals or standard deviations) are going to be used. A normal distribution is indicated by:

C.2 COV approximates 1.25 * COD

The Price Related Differential (PRD) is a measure of equity.

It requires the calculation of the average sales ratio and the weighted average of the ratios (see Table C2). The PRD has a tolerance of 0.98 to 1.03 for Rural and Residential. The PRD identifies whether high value properties within a SMG are valued differently to low value properties.

Table C2: Secondary statistics (required to calculate statistics in Table C1)

Average absolute deviation	$\frac{\sum (\text{sales ratio} - \text{median sales ratio})}{\text{Number of Sales Ratios}}$
Average sales ratio	$\frac{\text{Sum of Sales Ratios}}{\text{Number of Sales Ratios}}$
Standard deviation	$\sqrt{\frac{\sum (\text{sales ratio} - \text{average sales ratio})^2}{\text{Number of Sales Ratios} - 1}}$
Weighted average	$\frac{\text{Sum of CIVs}}{\text{Sum of Sale Prices}}$

C.3 Variations from the basic sales ratio statistics

Table C3 provides a list of statistics required at various stages of the revaluation that are a variation on the basic sales ratios.

Appendix B discusses tracking graphs, which are based on tracking ratios. These are a variation on the basic sales ratio and required at Stage 1 of the revaluation process in order to measure sales against 'old' valuations. While tracking ratios do not have a tolerance, it is recommended that properties with very high or low ratios (on arm's length, market sales) be physically inspected to update data elements.

Site value sales ratios look at the proposed site value compared with the 'land component' of the sale that has been derived by the valuer in their 'sales analysis'.

The tolerance for the median SVSR is 0.90 to 1.0. This means that the site value applied to a sale property is within 10 per cent of the land value indicated in the valuer's sales analysis.

The rental ratio follows a similar concept to sales ratios but is based on analysed leases (commercial/industrial properties).

A tolerance of 0.90 to 1.10 applies to the median rental ratio within each commercial / industrial SMG. This indicates that the majority of properties should have applied rents that are within 10 per cent of the analysed rents. This test aims to give valuers confidence that the applied net rent is supported by market evidence.

4. The || brackets indicate the sign (positive or negative) of the result is ignored

Table C3: Variations on basic sales ratios

Tracking ratio TR		$\frac{\text{Sale Price}}{2023 \text{ CIV}}$	
Site Value sales ratio SVSR		$\frac{2024 \text{ Site Value}}{(\text{Sale Price} - (2024 \text{ CIV} - 2024 \text{ SV}))}$	
Rental Ratio RR		$\frac{\text{Applied Net Rent (PA)}}{\text{Analysed Net Effective Rent (Lease Analysis) PA}}$	

C.4 Tolerances for sales and rental ratio statistics

The statistical outputs required for each stage are summarised in Appendix D.

Table C4 lists the statistics required at the various stages and the applicable tolerances. Further information about the tolerances is provided below.

Table C4: Tolerances for ratio statistics

Statistic	Property Type	Tolerance
Median sales ratio	Residential / Rural Commercial / Industrial	0.90 to 1.00 0.85 to 1.00
Tracking ratio (individual)	All	<i>Outlier Indicator</i> Median Tracking ratio > +/- 10 per cent
Median Site Value sales ratio	Commercial / Industrial	0.90 to 1.00
Coefficient of Dispersion	Residential / Rural Commercial / Industrial	< 10.0 < 15.0
Price Related Differential	Residential / Rural	0.98 to 1.03
Median Rental Ratio	Commercial / Industrial	0.85 to 1.00

C.5 Selection of sale period for sales ratio statistics

The time period from which sales are selected for inclusion in sales ratio statistics depends on the number of sales available and the quantum of market shift (derived from the tracking graph) and will vary across regions and property types. Generally, the sale period should be as short as possible and, ideally, less than one year.

It is recommended that sales after the relevant date, be included in statistics, even if they have not been used in the sales analysis, because these 'non-analysed' sales provide independent evidence of valuation accuracy.

C.6 Median sales ratios

- What to do if the median sales ratio < 0.90 for Residential / Rural, or < 0.85 for Commercial / Industrial

A median sales ratio < 0.90 or 0.85 indicates under-valuation of the SMG.

- If the COD > 10.0 (or 15.0 for Commercial and industrial, remove outliers and recalculate COD. If still above tolerance, fix the SMG composition before taking action on levels of value.
- If the COD < 10.0 (or 15.0 for Commercial and Industrial), increasing levels where required will bring CIVs closer to market level and enable the statistical tolerances to be met.

- What to do if the median sales ratio > 1.0

A median sales ratio > 1.0 indicates over-valuation of the SMG.



If the COD > 10.0 (or 15.0 for Commercial and Industrial), remove outliers and recalculate COD. If still above tolerance, fix the SMG composition before taking action on levels of value.
If the COD < 10.0 (or 15.0 for Commercial and industrial), decreasing levels – where required – will bring CIVs closer to market level and enable the statistical tolerances to be met.

C.7 Tracking ratios

The tolerance level of tracking ratios is +/- 10 per cent of the median.

Any outlier's arm's length sales outside this range should be investigated to review or correct the data on these properties.

C.8 Median Site Value sales ratios

- What to do if the median SVSR < 0.90 or > 1.0

A median sales ratio < 0.90 indicates under-valuation of land values within the SMG.

A median sales ratio > 1.0 indicates over-valuation of land values.

Ensure the analysis of sales to derive site value and the application of site values is consistent.

C.9 Coefficient of Dispersion (COD)

While only an upper limit is specified as a COD tolerance, very low dispersion values may indicate 'sale chasing'. For example, a COD of 2.0 indicates that average deviation of sales from valuations is 2 per cent. The individual ratios within such a sample would all be very close to 0.98.

- What to do if the COD > 10.0 Rural and residential) or > 15.0

Check for outliers – the COD is sensitive to extreme high or low sales ratios. Any arm's length sales that are outliers should be investigated further to review and amend the data/valuation model, as required.

Check that the composition of the SMG is sufficiently homogeneous – if there are certain types of properties that exhibit different behaviour to the rest of the SMG, separate them (remove them from the sales ratio group) and recalculate the statistics. If the resulting COD is less than 10.0, it indicates that the SMG will be improved by moving those assessments into a new or more appropriate SMG.

C.10 Price Related Differential

- What to do if the PRD < 0.98

If the PRD is less than 0.98, the valuations are progressive.

High value properties are overvalued in relation to low value properties.

OR

Low value properties are undervalued in relation to high value properties.



To identify where the problem may lie, sort the properties by CIV and check the valuations of the highest and lowest value properties. Quartiles are useful in this instance, by calculating the median sales ratio of the top and bottom, CIV quartiles can identify whether it is the high value properties that are overvalued, or the low value properties that are undervalued.

Any inequity found may be solved by correcting data errors, amending matrices or by restructuring the SMG.

- What to do if the PRD > 1.03

If the PRD is greater than 1.03, the valuations are regressive.

High value properties are undervalued in relation to low value properties.

OR

Low value properties are overvalued in relation to high value properties.

Sort the properties by CIV and check the valuations of the highest and lowest value properties, as described above for progressive valuations.

C.11 Rental ratios

- What to do if the median rental ratio < 0.85 or > 1.0

A median ratio of less than 0.85 indicates the applied rents are below the market while a median ratio of greater than 1.0 indicates the applied rents are above market.

If the median rental ratio is outside the tolerances, review market rents used and amend the data on these properties, as required.

Appendix D Value shift statistics

Calculating value shifts, tolerances, methods for removing outliers and the outputs required for each stage

Value shift statistics summarise the changes that have occurred between two revaluations. They are based on averages and, as such, are affected by outliers.

This appendix explains the calculation of value shifts, the tolerances that apply, methods for removing outliers and the outputs required for each stage.

D.1 Calculation of value shift statistics

Table D1: Calculation of value shifts

Change in Site Value	($\frac{\text{Proposed SV (2024 level)}}{\text{Previous SV (2023 level)}}$	-1)	x 100
Change in Capital Improved Value	($\frac{\text{Proposed CIV (2024 level)}}{\text{Previous CIV (2023 level)}}$	-1)	x 100
Change in Net Annual Value	($\frac{\text{Proposed NAV (2024 level)}}{\text{Previous NAV (2023 level)}}$	-1)	x 100
Change in Added Value of Detached Homes (AVPCC 110) and Residential Rural/Rural Lifestyle (AVPCC 117) ⁵	($\frac{\text{CIV}_{2024} - \text{SV}_{2024}}{\text{CIV}_{2023} - \text{SV}_{2023}}$	-1)	x 100

By subtracting 1 and multiplying by 100, the result is represented as a percentage, with a negative result denoting a decrease in value and a positive result denoting an increase in value.

A value shift is produced for each assessment that has valid values in both 2023 and 2024. These are summarised by calculating an average per SMG.

Average values are affected by outliers, so it is necessary to identify and remove unrepresentative value shifts (e.g. where the nature of the property has changed between valuations and a supplementary valuation has not yet been performed).

⁵ In undertaking the certification, VGV will utilise the Change in Added Value statistic against all property types (inclusive of Stage 3) in order to help determine the appropriateness of analysis and application.

D.2 Value shift stage outputs and tolerances

Table D2: Stage 3 outputs

Residential (per SMG) and Rural (per SMG)	<ul style="list-style-type: none"> • Average Change in SV for sale properties • Average Change in SV for non-sale properties • Average Change in CIV for sale properties • Average Change in CIV for non-sale properties • Average Change in Added value of Detached Houses (AVPCC 110) for sale properties • Average Change in Added value of Detached Houses (AVPCC 110) for non-sale properties
HRP	Individual value shifts only
Commercial / Industrial (per SMG)	<ul style="list-style-type: none"> • Average Change in SV for sale properties • Average Change in SV for non-sale properties • Average Change in CIV for sale properties • Average Change in CIV for non-sale properties • Average Change in NAV for analysed leases • Average Change in NAV for non-analysed leases

Looking at average changes for sold and unsold properties separately indicate whether all properties have been valued in the same way. It may identify 'sale chasing', where there are large differences in the average value change between sold and unsold properties.

Sale properties include all sales used in the sales ratio statistics at Stages 2 and 3. Any unrepresentative percentage changes should be excluded (where the nature of the assessment in 2023 is different to 2024, e.g. if improvements have been made). The reason for exclusion must be provided.

At Stage 3, 'analysed leases' refer to leased properties where rental data has been analysed to a 'net rent' and used to set rental levels.

The tolerance for comparative statistics at each stage is < 10 per cent. There is no tolerance for the change in Added value of Detached Houses (AVPCC 110).

Table D3: Value shift tolerances

Residential (per SMG) And Rural (per SMG)	<p>Difference between average percentage change in SV for sold versus unsold < 10 per cent</p> <p>Difference between average percentage change in CIV for sold versus unsold < 10 per cent</p>
Comm/Ind (per SMG)	<p>Difference between average percentage change in SV for sold versus unsold < 10 per cent</p> <p>Difference between average percentage change in CIV for sold versus unsold < 10 per cent</p> <p>Difference between average percentage change in NAV for leased versus other < 10 per cent</p>



D.3 If the difference is greater than 10 per cent

- Check for outliers.
- Check that the same methodology has been applied to sold and unsold properties.
- Use in conjunction with median price graphs to check that sale properties are representative of the property types in the SMG.
- Check the consistency of data between sold and unsold properties. Further inspections may be required to upgrade deficient data.

D.4 Median price graphs

Median price graphs represent the median CIV for sale and non-sale properties within an SMG and compare them with the median sale price. For SMGs with a sufficient number of sales (greater than 10), a column graph is constructed as in Figure D.1.

- The first column in each group represents the median CIV of the sold properties.
- The second column is the median sale price for sales within each SMG.
- The third column represents the median CIV of the unsold properties in the SMG.

The difference between the median CIV for sold properties and the median sale price should correspond to the median sales ratio provided with the sales ratio statistics. Where there is a large difference between the median CIV for sale properties and median CIV for non-sales, the value shift statistics will be justifiably affected.

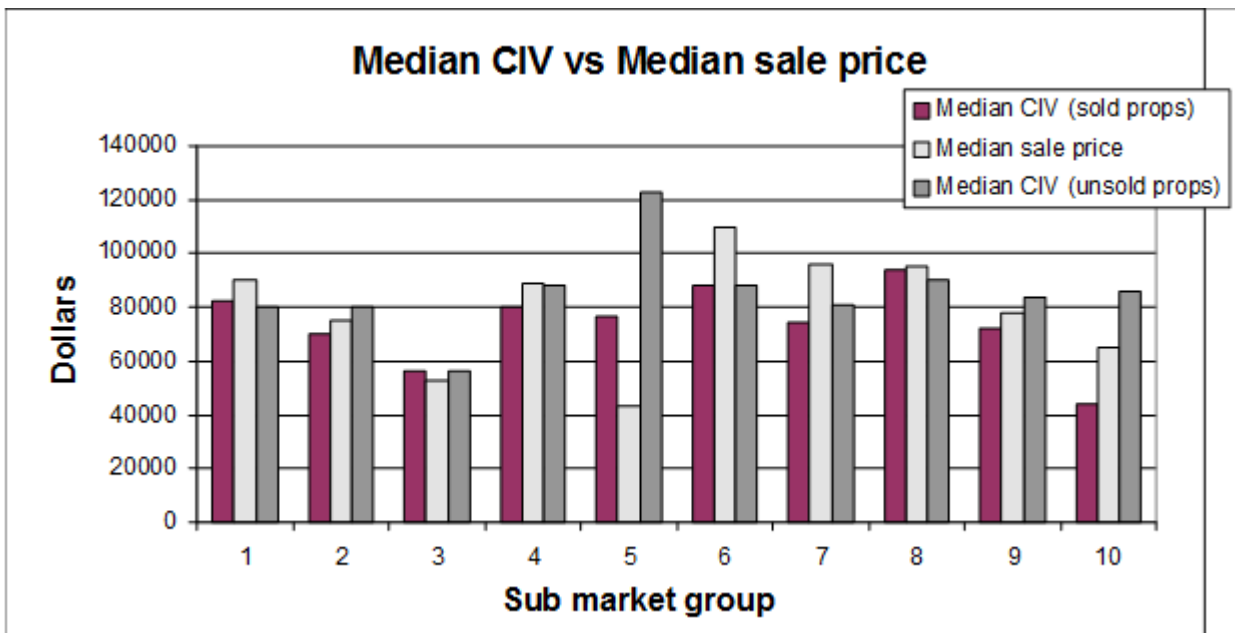


Figure D1. Column graph of median CIV (sold and unsold properties) compared with median sale price, for 10 SMGs.

In the above example, SMGs 1, 2, 3, 4, 8 and 9 demonstrate consistency between sale price and CIV for sold and unsold properties.

In SMG 5, the median CIV for sale properties is much higher than the median sale price, indicating over-valuation. The median CIV for non-sale properties is very different to the sales sample, indicating that the sales are not representative of the property types within the SMG.

In SMG 10, the higher median CIV for non-sale properties suggests that the sales are not representative of all property types in the SMG. The properties that have sold are of lower value (poorer quality properties or vacant land).

D.5 Removal of outliers

To make the comparison between sold and unsold properties more robust, it is recommended that outliers be removed. This can be done via the 'quartile method' or 'standard deviation' method.

The median percentage change will also indicate whether outliers are affecting the results. If there is more than 5 per cent difference between the median and average values, the average percentage change is likely to be skewed by extreme high or low percent changes.

The same process can be applied to any sample of values, e.g. sales ratios or tracking ratios.

D.6 Quartile method

Outliers and extreme outliers (statistical terms for values that don't fit in with the rest of the sample) can be identified using quartiles and the inter-quartile range.

This method requires:

- identifying the first and third quartile (values are sorted from lowest to highest; the first quartile is the mid-point between the minimum and the median value, while the third quartile is the mid-point between the median and the maximum value)

- calculating the inter-quartile range (IQR)

$$\text{IQR} = \text{third quartile} - \text{first quartile}$$

- establishing lower and upper cut-off points

Lower cut-off =	first quartile – 1.5 * IQR	(for outliers)
	first quartile – 3.0 * IQR	(for extreme outliers)

Upper cut-off =	third quartile + 1.5 * IQR	(for outliers)
	third quartile + 3.0 * IQR	(for extreme outliers)

D.7 Standard deviation method

Use of standard deviations for identifying outliers requires a normal distribution of values. Outliers and extreme outliers can be identified using a number of standard deviations around the average value. If this method is to be used with sale/valuation data, normality of the distribution can be checked by calculating a Coefficient of Dispersion (COD) and Coefficient of Variation (COV).

See Appendix C for these calculations and note that sales ratios need to be replaced with the values for which normality is being established (e.g. value shifts).

By definition, within a normal (symmetrical bell-shape) distribution:

- 68 per cent of values fall within one standard deviation of the average value
- 95 per cent of values fall within two standard deviations of the average value
- 99 per cent of values fall within three standard deviations of the average value.

The standard deviation method for removing outliers requires:

- Calculating the average value shift
- Calculating the standard deviation (SD) of the value shifts
- Establishing lower and upper cut-off points

Lower cut-off =	average – 2 * SD	(for 5 per cent outliers)
	average – 3 * SD	(for 1 per cent outliers)

Upper cut-off =	average + 2 * SD	(for 5 per cent outliers)
	average + 3 * SD	(for 1 per cent outliers)

Appendix E Exception reports

Identifying errors and anomalies

The following tests are intended to identify errors and/or anomalies. Any properties identified in the exception reporting should be inspected and/or amended.

Work submitted to council and VGV should not contain any exceptions unless noted in the relevant section of the stage report.

E.1 Exception tests

SV > CIV

There should be no SV greater than the CIV.

Zero or blank values

All assessments (that are not mastercards/headers or cancelled assessments) must not have a zero or blank SV, CIV or NAV.

Vacant Land Assessments with building details

There is a comprehensive list of AVPCC codes associated with this test. The list of AVPCC will be made available with the stage submissions templates.

The fields that should be checked for this exception test include construction material, construction year, renovation year, number of bedrooms, building condition code, quality of style code, building area and 'all improvements'.

Vacant Land Assessments with CIV/SV > 20 per cent

There is a comprehensive list of AVPCC codes associated with this test. The list of AVPCC will be made available with the stage submissions templates.

These are codes that have no improvements or have structures that add no value.

Improved assessments with SV=CIV

There is a comprehensive list of AVPCC codes associated with this test. The list of AVPCC will be made available with the stage submissions templates.

Therefore, the SV should not be equal to the CIV.

Residential or rural properties with NAV not equal to 5 per cent of CIV

The *Valuation of Land Act 1960* defines net annual value for residential and rural properties as 5 per cent of CIV.

NAV/Applied Net Rent less than or equal to 1

Council rates must be added to net rent to obtain net annual value.



Therefore, the NAV should be greater than Applied Net Rent.

NAV less than 5 per cent

There should be no NAV less than 5 per cent of CIV for any property.

E.2 Data integrity checks

No duplicate assessment numbers

Each assessment should have a unique assessment number and it should only appear once (one record per assessment).

Australian Valuation Property Classification Codes match an AVPCC from Appendix A

Appendix A lists all acceptable AVPCCs.

Land area is in numeric format

Land areas should be sortable.

Construction year and renovation year in YYYY format

Construction year and renovation year should be valid four-digit years between 1800 and the current revaluation year.

Valid codes

The following codes are numeric from 1 to 10.

- Access Code
- Water Supply Code
- Fencing Condition Code
- Pasture Condition Code
- Encumbrance Code
- Topography Code
- Building Condition Code
- Quality of Style
- Shape of site code

Valid dates

The following dates are in DD/MM/YYYY format.

- Last date of 2023 supplementary valuation
- Lease start date
- Effective date
- Last sales date
- Date of last inspection

E.3 Stage outputs (Exception Reports and Integrity Checks)

Table E1: Exception Reports and data checks

<p>Residential and Rural</p>	<p>Site Value > CIV Zero or blank values Vacant land assessments with building details Vacant land assessments with CIV/SV > 20 per cent Improved assessments with SV=CIV Residential or rural properties with NAV not equal to 5 per cent of CIV No duplicate assessment numbers Australian Valuation Property Classification Codes match an AVPCC from Appendix A Land area is in numeric format Construction year in YYYY format</p>
<p>Commercial and Industrial</p>	<p>Site Value > CIV Zero or blank values Vacant land assessments with building details Vacant land assessments with CIV/SV > 20 per cent Improved assessments with SV=CIV No duplicate assessment numbers Australian Valuation Property Classification Codes match an AVPCC from Appendix A Land area is in numeric format Construction year in YYYY format NAV/applied net rent less than or equal to 1 NAV less than 5 per cent</p>
<p>Stage 4</p>	<p>As above; and Form 2 totals match the Stage 4 data submission Header numbers match the header file assessment number There is only one AVPCC for each assessment</p>

Appendix F Valuation Data Visualisation Analysis

Guidelines for visualising valuation data

Valuation data can be visualised using a Geographic Information System (GIS) by attaching the valuation data to Vicmap Property.

Vicmap Property is Victoria's cadastral map base that provides information about land parcels and property details. The database is continuously maintained with information from authoritative sources within local and state governments.

- Read more on Victoria's cadastre in the [Digital Cadastre Modernisation project](#).

Vicmap Property helps you identify, manage and analyse assets by providing geographic context to your business information. The Department of Transport and Planning provides the authoritative property dataset so you can make more informed business decisions.

Vicmap Property includes:

- Parcel and property polygon views
- Parcel and property Identifiers – Standard Parcel Identifiers (SPI) and council property numbers
- Registered and proposed parcels
- Crown and freehold land differentiation
- Cadastral road casement boundaries
- Easements
- Unique Feature Identifiers, date stamps and data quality information
- Cross reference to Vicmap Address and Vicmap Admin

F.1 Visualising property valuation data with a Geographic Information System

Creating valuation maps is a useful tool for the analysis of property valuation data. Linked to a geospatial framework, property valuations can be viewed and analysed in digital format within GIS. Spatial representation of values enables consistency checking, identification of trends and anomalies and location/spatial clustering of sales.

To create the maps, it is necessary to have GIS software⁶ that enables the mapping of valuation data.

The property valuation database needs to be linked to a Vicmap Property via a common field or attribute. This field is normally the assessment number or property number in the council's database, which matches with the PROPNUM field contained in the Vicmap Property map base.

A variety of valuation maps can be produced using various combinations of property valuation data.

Table F.1 lists the different types of valuation maps with a brief account of each. The first three maps in Table F.1 are those required as valuation outputs. The other types of maps are examples of additional maps that can be created and used to quality control the valuation.

⁶ GIS software such as MapInfo, ArcGIS or other.

Table F1: Types of property valuation maps





Map type	Description	Use
Required maps		
Sales map	Displays properties that have sold recently and can indicate the type of sale (improved, vacant, excluded and tracking) by using different colours.	Displays the spread of sales and identifies areas with lack of sales.
Value-shift map	Using the percentage change in SV, CIV or NAV, thematic maps can be created showing different ranges of change.	Useful for identifying trends and anomalies.
Level of value map	Displays the ranges of the SV per hectare (or square metre) rate, or block value where applicable.	Useful for checking level of consistency of adjacent properties and around municipal borders.
Recommended additional maps		
Value shift ratio map	Maps the ratio of CIV change to SV change.	Highlights properties where CIV increase is greater than SV increase; used in conjunction with sales map to identify sale chasing.
Sales ratio map	Maps the ratio of CIV to sale price.	Highlights under-valuation and over-valuation of sale properties.
Added value of improvements map	Uses (CIV – SV) to display the value of improvements on each property within ranges.	Check consistency of added value between similar property types.
Rent rate map	Represents rent per square metre of lettable area for commercial / industrial properties.	Useful for checking level of consistency of adjacent properties.

F.2 Sales maps

The map of sales should be overlaid on the value shift and level of value maps.

The recommended format for mapping sales is to show sales that have been excluded from analysis with a thick blue border. Sales that have been analysed may be shown with a red or green border, according to whether they are improved or vacant land sales, respectively. It may be useful to map older sales (those between 1 January 2024 and the analysis period, referred to as ‘tracking’ sales).

Regardless of the colours selected for the sales map, a legend should show what the colours and styles represent. An example of the recommended convention for sales maps is shown below. Figure F1 shows the sales overlaid on a value shift map.

LEGEND FOR SALES MAP	
	Analysed Improved Sale
	Analysed Land Sale
	Sale Excluded from Analysis
	Tracking Sale



F.3 Value shift maps

Show the percent change in site value between the proposed 2024 site values and the 2023 site values. The same map should be produced for CIV (showing the percent change in CIV between the proposed 2024 CIVs and the 2023 CIVs), and for Stage 3, an additional map for change in NAV. The ranges selected for value shift maps depend on the range of numeric values within the data. Some ranges and colour schemes are suggested below.

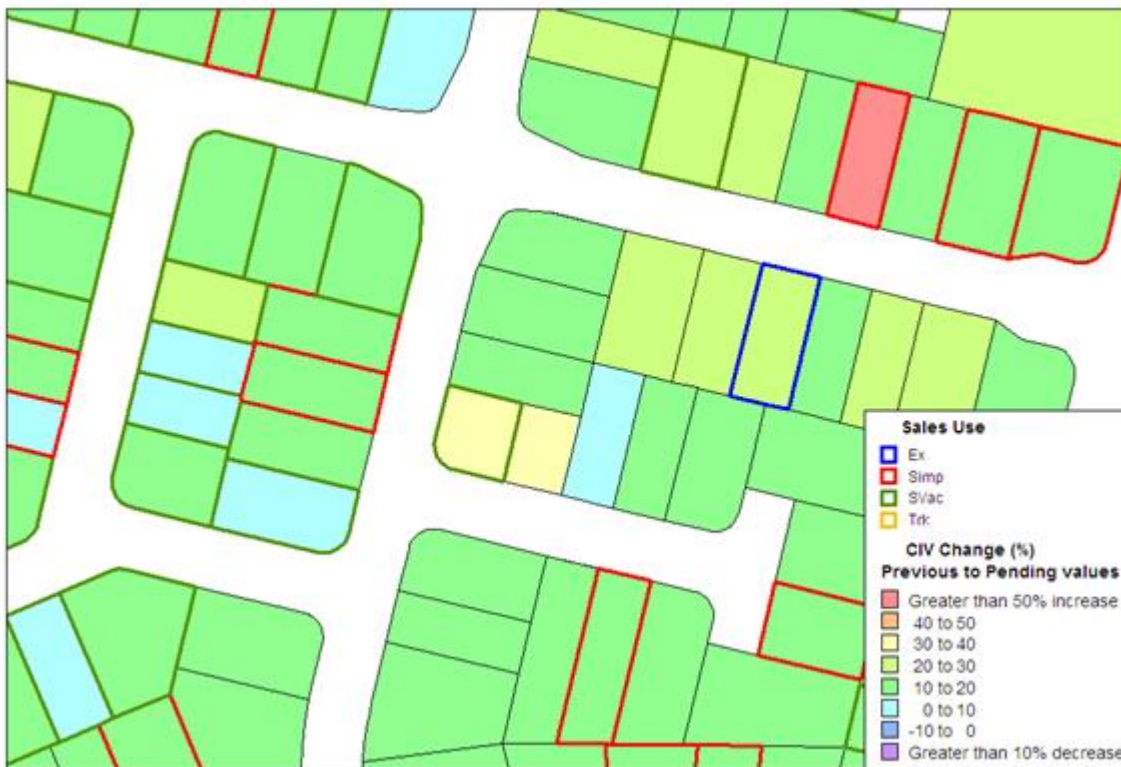
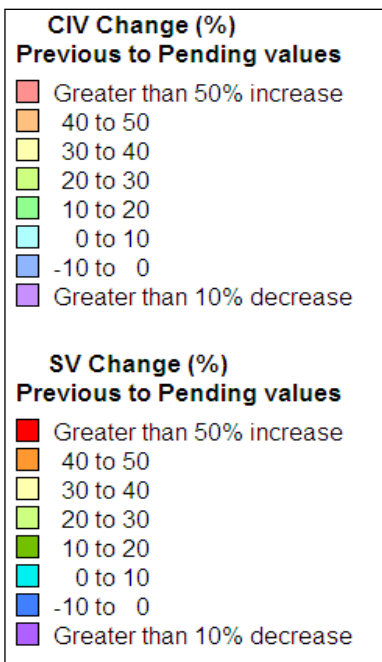




Figure F1. Value-shift map showing change in CIV between two revaluations with sales overlaid.

The ranges and colours used for thematic maps should be tailored to the SMG's data characteristics in order to highlight anomalies. Some ranges and colour schemes are suggested in the legend box above. For example, using the ranges suggested above will make properties that have more than 50 per cent increase in SV or CIV stand out.

The sales layer identifies a number of improved sales used in the valuer's sales analysis and the changes to CIV.

F.4 Level of value map

A level of value map shows the site value rate per hectare or square metre. The ranges selected depend on the range of values within the data.

This map should be confined to properties of a similar type (separate maps for residential, rural residential and rural property types) because mixing these property types will result in very large ranges and the maps will be less meaningful.

Figure F2 shows a residential area with ranges in dollars per square metre (sqm). The level of value has been divided into \$50 ranges from \$200 to \$350/sqm and varied ranges above and below these amounts. This arrangement highlights properties with very low or very high level of value.

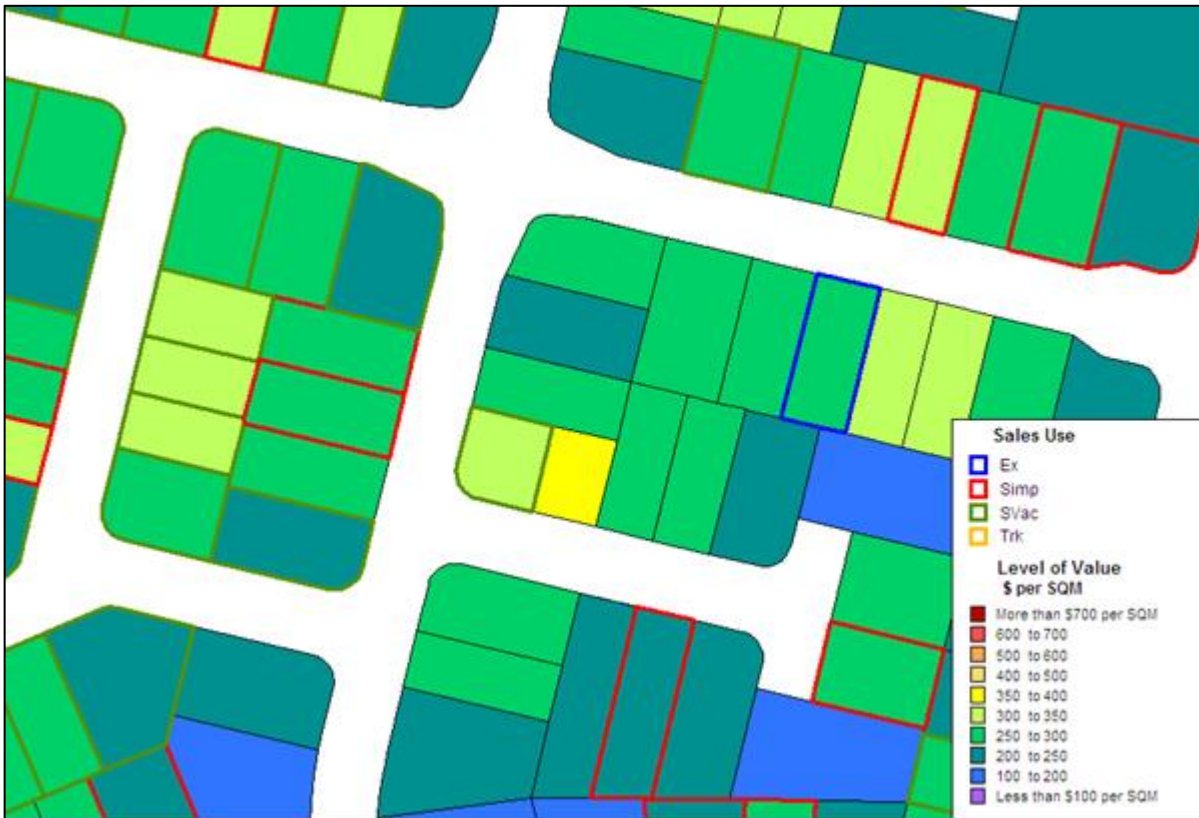


Figure F2. Level of value map showing land value per square metre.

The minimum valuation data elements required for producing the maps described above are:

- Assessment number or property number
- SV 2023
- CIV 2023
- Proposed SV 2024



- Proposed CIV 2024
- Recent sale price
- Date of sale
- Sales ratio
- Change in SV
- Change in CIV
- Land area (in hectares for rural properties and square metres for urban properties)⁷
- SV per hectare and/or square metre.

It is recommended that all available data is attached, in addition to the minimum elements listed above, because any anomalies can be verified by checking additional data such as building area, property type (Australian Valuation Property Classification Code) and even value drivers such as view codes or street factors.

F.5 Additional maps

- Sales ratios can be shown on a map by thematically mapping ranges (e.g. red for sales ratios > 1.1, yellow for 1.0 to 1.1, green for 0.9 to 1.0 and blue for sales ratios < 0.9).
- Mapping the (CIV – SV) is useful if accompanied by AVPCC or property type labels.
 - This type of map shows the added value of improvements for each property and is most useful when comparing across similar property types.
- Mapping of adjusters such as location factors, view codes, street adjusters, etc. is beneficial for checking consistent application of these factors.
- Vicmap products include additional data layers that may be useful for quality checking valuations, when used in conjunction with the thematic maps. These include address points, roads, locality and parish boundaries, topography (elevation contours) and hydrography.

F.6 Stage maps

Mapping is an integral part of the valuation process, allowing the valuer to check spatial patterns and anomalies that would not be apparent within a spreadsheet or database. The mapping outputs are based on the types of maps that are useful to the valuer at each stage and are listed below.

Table 2: Mapping per stage

Stage	Maps required
Stage 1	No mapping required
Stage 2	Change in SV Change in CIV Level of value (land rate per square metre for residential properties, per hectare for rural properties)

⁷ It is best to store areas in hectares in a separate field to areas in square metres, and to have separate fields for SV per hectare and SV per square metre. This allows separate maps for rural and residential properties (if within the one submission) and simplifies interpretation of the maps.



Stage 3	Change in SV Change in CIV Change in NAV Level of value (land rate per square metre for residential properties, per hectare for rural properties) Level of value (land rate per square metre for commercial/industrial properties)
Stage 4	No mapping required



Appendix G Qualifications required by valuers

As gazetted on 5 May 2010 in the *Victoria Government Gazette*, valuers must be qualified as described in a. and b. (below).

Valuation of Land Act 1960

DEPARTMENT OF SUSTAINABILITY AND ENVIRONMENT

Qualifications or Experience Specified by the Minister for Persons Making Council Rating Valuations

I, Gavin Jennings, Minister for Environment and Climate Change, pursuant to section 13DA(2) of the **Valuation of Land Act 1960**, specify the following qualification for persons (valuers) to be appointed by a council to make valuations for the purposes of the **Local Government Act 1989**:

- a. a person who is a valuer member of a professional association recognised and accredited by the Valuer-General; or
- b. a person registered as a valuer in another State or Territory of Australia or New Zealand.

Dated 5 May 2010

GAVIN JENNINGS MLC
Minister for Environment and Climate Change

Appendix H Project plan

Revaluation Period:		* Nominate Valuer to each line item in Project Plan (Column C)												
Municipality:														
Valuation Software:														
Valuation Contractor:														
Valuers assigned to Contract:														
Valuer 1														
Valuer 2														
Valuer 3 etc														
Stage	VBPSG Task	Nominated Valuer	2023						2024					
			July	August	September	October	November	December	January	February	March	April	May	June
Stage 1	Preparation - Due Date 1 July 2023 (31 July 2023 - 1st year of contract)													
	Preparation													
	Data Validation													
	SMG and Market Group Review													
	SMG and Market Group Schedule													
	Research													
	Nominated Properties (Risk to Revenue)													
	Project Plan													
	Review Rental Questionnaire Process & Timing													
	Statutory Declaration													
	Inspection Program / SMGs requiring priority		Priority SMGs	Priority SMGs	Priority SMGs	Priority SMGs	Priority SMGs	Priority SMGs						
Stage 2	Analysis - Due Date 30 November 2023													
	This Stage Includes Inspections / Data Accumulation / Sales Analysis / Modelling													
	Market Group 1: Description (e.g. Residential / Rural)			SMGs and Number of Assessments	SMGs and Number of Assessments									
	Market Group 2: Description (e.g. Residential / Rural)				SMGs and Number of Assessments	SMGs and Number of Assessments								
	Market Group 3: Description (e.g. Commercial / Industrial and Specialised)						SMGs and Number of Assessments							
Stage 3	Application - Due Date 28 February 2024													
	Apply all Valuations													
	Statistical Analysis													
	Exception Reporting													
	Valuation Mapping													
	Review and Confirm Valuations													
	Provide and Submit Valuations													
	Prepare 2024 Supplementary Valuations													
Stage 4	Review - Due Date 30 April 2024													
	Return of Valuation													
	General Valuation in the Prescribed Form													
	Validation of Mandatory Data Fields													
	Quality Assurance Reporting													
	Exception Reporting													
	Declaration of Valuation Return													
	Supplementary Valuations													
	Return supplementary valuations in accordance with the Act													
	2023 Supplementary Valuations as Required													
	Prepare 2024 Supplementary Valuations													
	Objections													
	Deal with objections in accordance with the Act													
	2023 Council Objections													
	2023 Land Tax Objections													
	NOTE - Project Plan should detail the following:													
	Proposed timing of each stage													
	SMG to be Inspected													
	Risk to Revenue Properties													
	Resources													
	Deliverables													
	Payment points													
	Version													
	23/05/2024													

The project plan must be submitted at Stage 1. The SMGs and assessment numbers detailed within the plan above are an example to illustrate its use. An excel template is available on request from VGV.

