

Action Plan – YRC Wastewater Management		
Action	Outline	Responsibility
Section 1 – Introduction		
1. Update Council database to include relevant information for onsite wastewater management	Update Council GIS and data management systems to include information on relevant factors including soil type, catchment areas and groundwater levels	Geographic Information System (GIS) Officer Corporate Information Officer Wastewater Officer
2. Advocate to the State Government for changes to the proposed Environment Protection Amendment Act 2018	To improve powers for the inspect and upgrade of existing onsite wastewater treatment systems	Council Manager / Director Municipal Association of Victoria (MAV) Onsite Domestic Wastewater Working Group Members
3. Digitise existing wastewater files for legacy systems	Files to be attached to existing properties to assist with complaints, enquiries, referrals and sewer connection	Corporate Information Officer Wastewater Officer Project Lead Yarra Valley Water
4. Update Council website with wastewater information	Information to include system type, operation, permit application and links to relevant authorities to help educate installers, system owners and operators	Wastewater Officer Digital Design Lead
5. Update planning permit conditions for wastewater	To update legislative changes and wastewater trends	Wastewater Officer Executive Officer – Planning Services
6. Update wastewater treatment system permit conditions	To recognise relevant requirements of the Code of Practice and Australian / New Zealand Standards	Wastewater Officer Environmental Health Officer
7. Work with water authorities regarding sewer connection to properties	Work / discussion for future planning and sewer services to existing and future lots where wastewater cannot be treated and retained onsite	Wastewater Officer Executive Officer – Planning Services Yarra Valley Water South East Water
Section 2 – Yarra Ranges Context		
8. Updating policies and procedures	Work with internal Council department to ensure policy development is consistent with the intention of the WMP	Council departments

	and that wastewater requirements are recognised in other policies / procedures where relevant	
9. Provide suitable training for authorised officers	Training to include system type, wastewater calculations, investigations, sampling and interpreting documents such as geotechnical reports	Wastewater Officer Recognised training authorities Environmental Health Officers
10. Develop program for authorised officers regarding geotechnical reports / Land Capability Assessments	Program to outline when to request reports as well as interpretation and critical assessment of the information provided	Wastewater Officer Environmental Health Officers
Section 3 – Risk Assessment		
11. Review and update the spatial risk assessment to incorporate new data sets and identified risk factors	Periodic review of the risk assessment to determine whether it is still valid and incorporates the recognised risks identified for wastewater management	Wastewater Officer Environmental Consultant
12. Develop rolling program of inspections to assess wastewater treatment systems in high-risk areas	System inspection to be determined by system type, age, point of discharge, proximity to watercourses and maintenance history	Wastewater Officer Environmental Health Officer Qualified and experienced plumber
13. Undertake a review of all wastewater treatment systems at Council owned / operated sites to determine type, capacity and service history	To assess whether systems installed and operated by Council are compliant with permit conditions and service requirements	Wastewater Officer Building Maintenance Officer Property Leasing Officer
14. Assessment of special design and commercial systems to determine registration authority	To assess whether systems are operating within approved capacity for wastewater levels and Biological Oxygen Demand (BOD). To determine which systems have or require EPA works approval or licensing. Establish controls for new planning applications that require commercial systems to confirm approval for installation and use is obtained from the relevant authority.	Wastewater Officer Environmental Health Officer Environment Protection Authority
15. Collaborate with Councils within the region and relevant authorities to	Facilitate regular meetings to discuss relevant issues, emerging trends and future development	Councils Department of Environment, Land, Water and Planning (DELWP)

ensure planning is not conducted in isolation		Water authorities Environment Protection Authority (EPA)
16. Data management	To work with consultant regarding implementation of Tech1 as the replacement system for data entry of permit applications and existing systems. Focus to be on information relevant to generating reports on system types and service requirements, which will assist with maintaining existing systems and future planning	Council Manager / Director Project Lead Wastewater Officer Consultant
Section 4 – Response to recommendations from the Victorian Auditor General’s Office		
17. Provide education to applicants and installers of wastewater treatment systems	Information to be provided with regard to Council expectations and legislative requirements for application submissions, installations and inspections	Wastewater Officer
18. Provide education to planners, surveyors and land developers regarding the requirements for onsite wastewater management	Information to be provided regarding their roles and responsibilities in accordance with the requirements outlined in the Australian / New Zealand Standards.	Wastewater Officer
19. Work with the water authorities to explore alternatives to onsite wastewater treatment systems on individual properties	Use of centralised systems that are collectively managed	Wastewater Officer Yarra Valley Water South East Water
Section 5 – Risks		
20. Work with planning regarding the future sub-division or development of properties where sewer is not available	Continue to evaluate the feasibility of onsite wastewater treatment given existing and emerging risk factors	Wastewater Officer Environmental Health Officers Executive Officer – Planning Services
21. Work with relevant authorities regarding existing special water catchment areas	Employ methods to control the risks created by onsite wastewater management for development in recognised special water catchment areas	Wastewater Officer Melbourne Water Catchment Management Authorities

22. Employ principles of risk when assessing all planning and permit applications that involve onsite wastewater treatment	Using the principles of ISO 31000: 2018 Risk Management Guidelines	Wastewater Officer Environmental Health Officers
Section 6 – Sewage Infrastructure in the Municipality		
23. Develop information for decommissioning of existing wastewater treatment systems for owners and operators	Decommissioning for both end use and future use	Wastewater Officer
24. Continue to evaluate the need to test water quality in high-risk areas for the presence of bacteria from wastewater treatment systems	Focus on catchment areas	Wastewater Officer Monash University EPA Melbourne Water
Section 7 – Monitoring and Evaluation		
25. Review action plan	Assessment and update to recognise achievements and add additional actions	Wastewater Officer Project Lead
26. Update wastewater management plan	In accordance with legislative requirements	Wastewater Officer Project Control Group Environmental Consultant