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| **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 OfficerWastewater 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 / DirectorMunicipal 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 OfficerWastewater OfficerProject LeadYarra 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 OfficerDigital Design Lead |
| 5. Update planning permit conditions for wastewater | To update legislative changes and wastewater trends | Wastewater OfficerExecutive 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 OfficerEnvironmental 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 OfficerExecutive Officer – Planning ServicesYarra Valley WaterSouth 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 and that wastewater requirements are recognised in other policies / procedures where relevant | Council departments |
| 9. Provide suitable training for authorised officers | Training to include system type, wastewater calculations, investigations, sampling and interpreting documents such as geotechnical reports | Wastewater OfficerRecognised training authoritiesEnvironmental 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 OfficerEnvironmental 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 OfficerEnvironmental 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 OfficerEnvironmental Health OfficerQualified 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 OfficerBuilding Maintenance OfficerProperty 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 OfficerEnvironmental Health OfficerEnvironment Protection Authority |
| 15. Collaborate with Councils within the region and relevant authorities to ensure planning is not conducted in isolation | Facilitate regular meetings to discuss relevant issues, emerging trends and future development | CouncilsDepartment of Environment, Land, Water and Planning (DELWP)Water authoritiesEnvironment 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 / DirectorProject LeadWastewater OfficerConsultant |
| **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 OfficerYarra Valley WaterSouth 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 OfficerEnvironmental Health OfficersExecutive 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 OfficerMelbourne WaterCatchment 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 OfficerEnvironmental 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 OfficerMonash UniversityEPAMelbourne Water |
| **Section 7 – Monitoring and Evaluation** |
| 25. Review action plan | Assessment and update to recognise achievements and add additional actions | Wastewater OfficerProject Lead |
| 26. Update wastewater management plan | In accordance with legislative requirements | Wastewater OfficerProject Control GroupEnvironmental Consultant |