

Domestic Wastewater Management Plan: Action Plan 2019/20 review

| No | Strategy | Actions | Responsibility + Stakeholders | Budget | Implementation Timeframe | | | | | Status |
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| | | | | | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | |
| Information and Data Collation | | | | | | | | | | |
| I1 | Review Application to Install/Alter a WTS form to ensure it is comprehensive and relevant to current standards. | <ol style="list-style-type: none"> Review Application to Install/Alter a WTS form to ensure all necessary information is captured and the form is clear and easy to complete. Application form should cater for and conform with all relevant aspects of: <ul style="list-style-type: none"> EPA Publication 891.4 Code of Practice for Onsite Wastewater Management Australian Standard 1547:2012 Land Capability Assessment Framework Certificate of Conformance Legislative changes and reform (as they occur) | Environmental Health | EH Budget | Ongoing | Ongoing | Ongoing | Ongoing | Ongoing | Ongoing. |
| I2 | All WTS information is readily accessible in a single database and enables identification of areas of critical concern. | <ol style="list-style-type: none"> Identify/confirm the total number of unsewered properties within Nillumbik. Validate existing Council held WTS information for the unsewered properties already collated (undertaken as a specific action under the 2015-18 DWMP) to determine the total number of properties where the WTS status and location remains unclear (i.e. no WTS records were located across Pathway, Infovision, Sharepoint or the property file). List, risk rate and target the properties with no WTS records (identified under Action 2 above) for prioritised information gathering projects based on their assigned risk rating. Site visits & assessments necessary for a significant proportion of these. Undertake data cleansing of information already entered into Pathway to ensure accurate information is provided on each system on an on-going and periodic basis (as required). Investigate GIS linkage to WTS licensing database. | Environmental Health Information Technology Records Rates | EH Budget | Complete Action 1 Complete Action 2 Start Action 3 Start Action 4 | Complete Action 3 Action 4 Ongoing | Action 4 Ongoing | Action 4 Ongoing | Action 4 Ongoing | Action 1 & 2. Completed. In partnership with in house IT. October 2019. Action 3. Started Action 4. Not started Action 5. Started |
| I3 | Risk Prioritisation | <ol style="list-style-type: none"> Develop risk assessment criteria (utilising recognised system and land-based factors) to be applied to all existing WTS within the Shire to more easily identify areas of high environmental or health risk due to failing WTS (high/medium/low rating). Develop a layer on Council's GIS system that displays the (above) high/medium/low risk WTS identified through the risk rating process. | Environmental Health Information Technology | EH Budget IT Assistance | Complete Action 1 Start Action 2 | Action 2 Ongoing | Action 2 Ongoing | Action 2 Ongoing | Action 2 Ongoing | Action 1. Completed. Adopted Environment Protection Authority - Alluvium. July 2019. Action 2. Started. In house. |
| I4 | Options for locating and mapping existing systems are investigated | <ol style="list-style-type: none"> Investigate the implementation of GPS location mapping of new and existing WTS, (GPS mapping to be applied to all WTS monitoring & compliance, auditing and information gathering activities) to improve the accuracy and quality of Council's WTS information and close WTS information gaps. Procure hardware. Implement the GPS mapping process. | Environmental Health Information Technology | Costs/Budget (including software and conducting mapping) to be investigated | Complete Action 1 Complete Action 2 Start Action 3 | Action 3 Ongoing | Action 3 Ongoing | Action 3 Ongoing | Action 3 Ongoing | Actions 1 & 2. Completed. Action 3. In partnership with in house IT. October 2019. |

| Education and Awareness | | | | | | | | | | |
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| E1 | Develop and implement a process that will ensure that new property owners are informed about what type of WTS is on/or available to their property | <ol style="list-style-type: none"> Section 32 notices to include basic information on property's WTS, broken into 3 main categories: <ul style="list-style-type: none"> Property on WTS indefinitely Property in CSP Property in a declared area Develop a process with Rates to be able to add/remove the above details on section 32 notices. | Environmental Health Rates | EH Budget | Confirm all actions complete & process embed'd | All actions Ongoing | All actions Ongoing | All actions Ongoing | All actions Ongoing | All Actions. Completed. |
| E2 | Disseminate information on landowner/occupier responsibilities and maintenance requirements for residents with WTS. | <ol style="list-style-type: none"> Review all wastewater related information sheets (including the Wastewater Fact Sheet Series) to ensure they are: <ul style="list-style-type: none"> Relevant, current and accurate; Designed/written for their intended audience; Instructive in educating wastewater system owners how to meet their compliance requirements; and Persuasive in encouraging wastewater system owners to adopt best practice maintenance and management procedures Develop a process with Rates to identify transfer of property ownership and send relevant information related to the property's WTS. Distribute pdf copies of the Wastewater Fact Sheet Series and <i>Domestic Wastewater Treatment Guide</i> (already developed) to all local real estate agents for them to provide to new property owners purchasing properties with septic systems (once settlement is complete). Provide relevant Wastewater Fact Sheets to property owners when issuing a Certificate to Use a WTS. | Environmental Health Rates | EH Budget CS Publication Budget | Confirm Action 1 complete Start Actions 2 & 4 Complete Action 3 | Actions 2 & 4 ongoing | Conduct Action 1 Actions 2 & 4 ongoing | Actions 2 & 4 ongoing | Conduct Action 1 Actions 2 & 4 ongoing | Action 1. Completed. July 2019. Actions 2 & 4. Started. Action 3. To be completed this financial year. |
| E3 | Consistent provision of clear and current WTS guidance material for Planning and WTS applications at customers first point of contact with Council | <ol style="list-style-type: none"> Provide Council's <i>Domestic Wastewater Treatment Guide</i> to property owners when applying for a planning permit. Provide Council's <i>Domestic Wastewater Treatment Guide</i> to property owners when applying for a WTS permit. Develop and embed the process required for the above provisions to occur. | Environmental Health Planning | EH Budget | Confirm all actions complete & process embed'd | All actions ongoing | All actions ongoing | All actions ongoing | All actions ongoing | All Actions. Completed. Adopted formal in house 'Buddy System' with Planning Department. |
| E4 | Water quality in high risk areas of the Shire is monitored and reported | <ol style="list-style-type: none"> Investigate potential to partner with Melbourne Water in waterway/catchment monitoring and possible funding provisions Develop sampling parameters that will identify the presence and level of septic pollutants in waterways. Undertake 'snap shot' samples for <i>E.coli</i> in high risk areas. <i>Initial priority will be given to the Priority 1 Diamond Creek catchment and Yarra River (North Warrandyte) sub catchment, based on the risk assessment conclusions explained in Section 3.4.</i> Investigate options to link in with the Melbourne Waterwatch community monitoring program and effectively use results Liaise with other relevant stakeholders (including government departments, catchment management authorities, Melbourne Water, YVW) on any existing water sampling undertaken by them within the Shire and utilise this data to inform pollution mitigation actions of the Plan. | Environmental Health Environment YVW Melbourne Water Melbourne Waterwatch Water EcoScience | Increase to water sampling budget of \$2000 per annum Potential grant funding from Melbourne Water WW Officer | Start Actions 1, 4 & 5 Complete Actions 2 & 3 | Actions 1, 4 & 5 ongoing (to extent possible) Actions 2 & 3 ongoing | Actions 1, 4 & 5 ongoing (to extent possible) Actions 2 & 3 ongoing | Actions 1, 4 & 5 ongoing (to extent possible) Actions 2 & 3 ongoing | All Actions. Ongoing. Currently negotiating with Yarra Valley Water for linkage to University water sampling program. | |

| Sewer connection and Community Sewerage Program prioritisation | | | | | | | | | | |
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| S1 | Advocacy into YVW's Community Sewerage Plan prioritisation process (2021) | <ol style="list-style-type: none"> 1. Conduct investigation and research activities into pollution levels in the high risk areas of the individual townships identified as needing inclusion into the CSP (to support submissions to YVW). <i>Initial priority will be given to the Priority 1 Diamond Creek catchment and Yarra River (North Warrandyte) sub catchment, based on the risk assessment conclusions explained in Section 3.4.</i> 2. Develop targeted and robust submissions requesting additional inclusion by YVW of Council identified high risk properties and areas (and collateral properties) into the CSP as early in the YVW prioritization process as possible (well prior to the YVW planning and design phase). 3. Seek partnerships with other Councils and peak associations to advocate to the State Government to increase funding to accelerate the CSP. | Environmental Health Infrastructure Environment Planning YVW MAV EHPA EPA | EH Budget | Start Actions 1, 2 & 3 | All actions ongoing | All actions ongoing | All actions ongoing | All actions ongoing | Actions 1,2 & 3. Started. In train with like stakeholders. |
| S2 | Maintain a database of properties sewered by Yarra Valley Water | <ol style="list-style-type: none"> 1. Obtain property connection data from YVW quarterly and upload connection data onto Council's GIS system. 2. Develop a process to update Council's GIS system annually with CSP included properties yet to receive their connections (to clearly show which properties are included in the CSP). 3. Develop a process to remove WTS information (from section 32 notices) from property database when connection to sewer occurs. | Environmental Health Information Technology Rates YVW | EH Budget | Confirm Action 1 complete & process embed'd Complete Actions 2 & 3 | All actions ongoing | All actions ongoing | All actions ongoing | All actions ongoing | Actions 1 & 2. Ongoing, finalising arrangements for information exchange with Yarra Valley Water. Action 3. Not started |
| S3 | Encourage property owners to connect to the sewer (in declared areas) | <ol style="list-style-type: none"> 1. Follow up all properties that have sewer available but YVW has no record of connection, particularly in declared CSP areas. <i>Initial priority will be given to the Priority 1 Diamond Creek catchment and Yarra River (North Warrandyte) sub catchment, based on the risk assessment conclusions explained in Section 3.4.</i> 2. Ensure retention of any secondary WTS at a 'declared' property is based on evidence of compliance with EPA requirements (via Council's "Application to Retain" process). 3. Ensure 'declared' properties that cannot show evidence of compliance are made to connect to the sewer. | Environmental Health YVW | EH Budget | Start Action 1 Actions 2 & 3 Ongoing | All actions ongoing | All actions ongoing | All actions ongoing | All actions ongoing | Action 1. No action to date. |

| Regulation & Enforcement | | | | | | | | | | |
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| R1 | Comprehensive review of all wastewater policy and procedures | <ol style="list-style-type: none"> 1. Review all wastewater policies and procedures to identify gaps and/or inconsistencies. 2. Collate a list of the above requiring development 3. Develop new and amended policies/procedures 4. Document, adopt, disseminate and implement | Environmental Health | EH Budget | Conduct Actions 1, 2, 3 & 4 | | | | Conduct Actions 1, 2, 3 & 4 | Actions 1,2,3 and 4. Ongoing. |

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| C6 | Community Engagement | 1. Conduct Community Engagement process every 5 years in sync with the DWMP 5-yearly review process. | Environmental Health IRG | Budget allocation in 2023 | | | | | Conduct | Ongoing. |
| C7 | Advocate for and contribute to reform of the wastewater legislative framework | 1. Advocate for improvements to legislative framework 2. Provide input into proposed legislation and standards pertaining to domestic waste water or reticulated sewerage. | Environmental Health MAV EHPA EPA DELWP | EH Budget | Continue Actions 1 & 2 | All Actions ongoing | All Actions ongoing | All Actions ongoing | All Actions ongoing | Actions 1 & 2. Continued. Liaising and consulting with Environment Protection Authority Victoria. |

