**MODEL MUNICIPAL DOMESTIC WASTEWATER**

**MANAGEMENT PLAN**

JULY 2005

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MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

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PROGRAM INITIATIVE.

**DISCLAIMER**

THE VIEWS EXPRESSED IN THIS PAPER DO NOT REPRESENT

THE VIEWS OF EITHER THE EPA OR THE VICTORIAN STATE

GOVERNMENT.

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MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

**INTRODUCTION**

**1**

THIS DOCUMENT OUTLINES AND EXPLAINS A MODEL FOR

LOCAL GOVERNMENT TO USE WHEN DEVELOPING A DOMESTIC

WASTEWATER MANAGEMENT PLAN (DWMP). IN AN EFFORT TO

IMPROVE INTEGRATION OF COUNCIL PLANNING PROCESSES, THE

PLANNING STRUCTURE USED IN THIS MODEL IS REFLECTIVE OF

MODELS USED IN STORMWATER AND SUSTAINABLE WATER USE

MANAGEMENT PLANS. IT IS IMPORTANT TO NOTE, HOWEVER,

THAT THE MANAGEMENT OF DOMESTIC WASTEWATER DIFFERS

FROM THE MANAGEMENT OF STORMWATER AND WATER USE,

IN THAT:

■ ALL DOMESTIC WASTEWATER POSES AN INHERENT PUBLIC

HEALTH RISK

■ THERE ARE STATUTORY RESPONSIBILITIES ON COUNCILS

AND RESULTING RISKS AND EXPOSURES THAT REQUIRE

MANAGEMENT AND TRANSPARENT PROCESSES

■ THERE ARE FUNDAMENTAL COMMUNITY INTERESTS THROUGH

THE PAYMENT OF FEES AND ISSUING OF PERMITS

■ THERE IS A REQUIREMENT FOR COMMUNITY CONSULTATION

AND PARTICIPATION

DEVELOPING A PLAN AND MANAGING A PLANNING PROCESS

REQUIRES A CONSIDERABLE EFFORT AND A NUMBER OF

INGREDIENTS IF IT IS TO BE SUCCESSFUL. THESE ARE:

**1.** ENGAGEMENT OF KEY STAKEHOLDERS, BOTH INTERNAL

TO COUNCIL AND EXTERNAL, AT THE COMMENCEMENT,

DEVELOPMENT, IMPLEMENTATION, AND EVALUATION,

OF THE DWMP.

**2.** DEVELOPMENT OF A SHARED UNDERSTANDING OF THE

ORGANISATIONAL AND POLICY CONTEXTS FOR THE DWMP

(WHY, AND FOR WHOM, ARE WE WRITING THIS PLAN, AND

WHERE DOES IT ﬁT WITH OUR OTHER PLANS AND

CORPORATE/STRATEGIC GOALS?).

**3.** USE OF A LOGICAL PLANNING STRUCTURE THAT CAN BE

UNDERSTOOD BY THE DECISION MAKERS AND STAKEHOLDERS

(I.E. DEVELOPMENT OF A DOCUMENT THAT FULﬁLLS

STRATEGIC, CORPORATE AND ACTION PLANNING

REQUIREMENTS).

A DWMP WILL HAVE TWO COMPONENTS. THE ﬁRST IS THE

STRATEGIC COMPONENT THAT PROVIDES AN INTRODUCTION TO

THE ISSUE, OUTLINES THE BROAD GOALS OF THE PLAN, SETS

THE CONTEXT, DISCUSSES THE MANAGEMENT APPROACH AND

TIMELINES, AND ASSESSES THE CURRENT WASTEWATER SITUATION

IN EACH TOWNSHIP. THIS PART OF THE PLAN WILL HAVE A LONGER-

TERM LIFESPAN, PROBABLY FOUR YEARS. IT WILL BE ADOPTED BY

COUNCIL AND SET THE POLICY DIRECTION FOR THE MUNICIPALITY

ON DOMESTIC WASTEWATER MANAGEMENT.

THE SECOND SECTION WILL BE THE ACTION PLAN COMPONENT.

THE ACTION PLANS WILL BE SET OUT IN A MATRIX AND CONTAIN

ALL THE STEP-BY-STEP ACTIONS REQUIRED TO IMPLEMENT THE

OVERALL DWMP GOAL. THE ACTION PLANS WILL BE REVIEWED

ANNUALLY, AND PROGRESS REPORTED TO COUNCIL AND SENIOR

MANAGEMENT. THE ACTION PLAN COMPONENT OF THE DWMP

WILL BE MORE ﬂEXIBLE THAN THE STRATEGIC COMPONENT. NEW

ACTIONS CAN BE ADDED, EXISTING ACTIONS AMENDED, OR

REDUNDANT ACTIONS REMOVED, DURING THE ANNUAL REVIEW OF

THE DWMP. IT IS UNLIKELY COUNCIL WILL WANT TO REVIEW THE

SPECIﬁC ACTIONS INDIVIDUALLY.

ESSENTIALLY, A DWMP CAN BE BROKEN DOWN INTO EIGHT

SUBHEADINGS:

**1.** INTRODUCTION (INCLUDING GOALS)

**2.** CONTEXT

**3.** MANAGEMENT

**4.** ASSESSMENT OF CURRENT WASTEWATER SITUATION

**5.** ACTION PLANS

**6.** APPENDICES

**7.** REFERENCES

**8.** ACKNOWLEDGEMENTS

THIS LIST FORMS THE MODEL THAT COUNCILS SHOULD USE TO

STRUCTURE THEIR DWMP AND IS PRESENTED DIAGRAMMATICALLY

ON THE FOLLOWING PAGE.

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NOTE: FINAL FORMATTING AND LAYOUT OF THE PLAN WILL REﬂECT

CORPORATE STYLES AND INDIVIDUAL PREFERENCES

THE REMAINDER OF THIS DOCUMENT WILL DISCUSS IN GREATER

DETAIL EACH OF THESE STEPS. ADDITIONAL INFORMATION,

INCLUDING RELEVANT TEXT THAT CAN BE DIRECTLY TRANSPOSED

INTO A COUNCIL PLAN, CAN BE FOUND IN THE EPA – MAV

PUBLICATION ‘DOMESTIC WASTEWATER MANAGEMENT – A

PLANNING GUIDE FOR LOCAL GOVERNMENT’ AVAILABLE ONLINE

AT WWW.MAV.ASN.AU

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MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**



|  |  |
| --- | --- |
| **SUBHEADING** | **DESCRIPTION OF CONTENT** |
| **INTRODUCTION** | A DESCRIPTION OF THE PLAN, ITS PURPOSE AND MAJOR ELEMENTS. (REMEMBER THE AUDIENCE FOR THEPLAN INCLUDES STAKEHOLDERS AND GENERAL COMMUNITY MEMBERS) |
| **CONTEXT** | ■ THE RISKS ASSOCIATED WITH DOMESTIC WASTEWATER AND HOW THE RISKS MAY BE MANAGED.■ A SHORT EXPLANATION ON HOW THE PLAN LINKS WITH THE CORPORATE AND OTHER PLANS, AND BESTVALUE PRINCIPLES (CRITICAL FOR LINK TO BUDGETARY ALLOCATIONS BY COUNCIL)■ A SHORT DESCRIPTION OF THE LEGISLATION REGULATING WASTEWATER AND THE WAY IN WHICH COUNCILMANAGES REGULATION OF SEPTIC TANKS■ BRIEF DISCUSSION OF ROLES AND RESPONSIBILITIES OF OTHER RELEVANT STAKEHOLDERS (AVOIDDUPLICATION WITH LEGISLATION DISCUSSION) |
| **MANAGEMENT** | ■ AN OUTLINE OF THE OFﬁCERS AND COMMITTEES INVOLVED IN DEVELOPING THE PLAN INCLUDING THEIRTERMS OF REFERENCE AND DEVELOPMENT TIMELINES■ AN OUTLINE AND DESCRIPTION OF THE MAJOR STEPS IN THE DEVELOPMENT OF THE PLAN INCLUDING THECOMMUNITY CONSULTATION AND PARTICIPATION STEPS■ AN OUTLINE ON HOW THE DWMP WILL BE MANAGED IN ITS IMPLEMENTATION STAGE■ EVALUATION PROCESS FOR THE DWMP |
| **ASSESSMENT OF****CURRENT SITUATION** | ■ DEVELOPMENT OF A LOCAL WASTEWATER MANAGEMENT PROﬁLE FOR EACH PARTIALLY OR COMPLETELYUNSEWERED TOWN IN THE MUNICIPALITY■ AN OUTLINE ON THE WASTEWATER THREATS IN THE MUNICIPALITY BY CATEGORY (SUB-CATCHMENTS/TOWNSHIPS)■ AN OUTLINE ON RECEIVING ENVIRONMENT VALUES■ AN OUTLINE ON RISK ASSESSMENT USING THE RISK MATRIX■ A DESCRIPTION OF THE IDENTIﬁED PRIORITIES |
| **ACTION PLANNING** | AN OUTLINE ON THE MANAGEMENT STRATEGIES AND ACTION PLANS TO ADDRESS EACH PRIORITY IDENTIﬁEDWITHIN THE ﬁNANCIAL YEAR |
| **APPENDICES** | ANY PARTICULAR SUPPLEMENTARY INFORMATION THOUGHT USEFUL TO ASSIST IN UNDERSTANDING AN ISSUEE.G. MAPS |
| **REFERENCES** | LIST THE MATERIAL USED IN DEVELOPING THE PLAN |
| **ACKNOWLEDGEMENTS** | LIST THE NAMES OF THOSE WHO CONTRIBUTED TO THE DEVELOPMENT OF THE PLAN |

**SETTING THE PLAN’S CONTEXT**

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THE CONTEXT SECTION OF THE DWMP OUTLINES THE INFORMATION

THAT SUPPORTS AND JUSTIﬁES THE PLAN. IT SHOULD INCLUDE:

■ THE RISKS ASSOCIATED WITH DOMESTIC WASTEWATER AND

HOW THESE RISKS CAN BE MANAGED

■ A SHORT EXPLANATION ON HOW THE PLAN LINKS WITH THE

CORPORATE AND OTHER PLANS, AND BEST VALUE PRINCIPLES

(CRITICAL LINK TO BUDGETARY ALLOCATIONS BY COUNCIL)

■ A SHORT DESCRIPTION OF THE LEGISLATION REGULATING

WASTEWATER AND THE WAY IN WHICH COUNCIL MANAGES

REGULATION OF SEPTIC TANKS

■ BRIEF DISCUSSION OF ROLES AND RESPONSIBILITIES OF

OTHER RELEVANT STAKEHOLDERS (AVOID DUPLICATION WITH

LEGISLATION DISCUSSION)

MOST OF THIS INFORMATION HAS ALREADY BEEN DEVELOPED

AND CAN BE DOWNLOADED FROM ‘DOMESTIC WASTEWATER

MANAGEMENT - A PLANNING GUIDE FOR LOCAL GOVERNMENT’,

AVAILABLE ONLINE AT WWW.MAV.ASN.AU. FOR EXAMPLE, THE

INFORMATION SHEET ‘LEGISLATION RELEVANT TO DOMESTIC

WASTEWATER PLANNING’ CAN BE INSERTED DIRECTLY INTO THE

CONTEXT SECTION OF A DWMP. BELOW IS SOME ADDITIONAL

INFORMATION THAT WILL INFORM THE DWMP’S CONTEXT SECTION.

**2.1 LOCAL GOVERNMENT, PUBLIC HEALTH AND**

**WASTEWATER MANAGEMENT**

ALTHOUGH THOSE DIRECTLY INVOLVED IN THE DEVELOPMENT OF

THE PLAN ARE AWARE OF THE HISTORY AND RESPONSIBILITY OF

COUNCIL IN DOMESTIC WASTEWATER IT IS WORTH DEVELOPING

A SUMMARY OF THE HISTORY, LOCAL GOVERNMENT’S ROLE IN

DOMESTIC WASTEWATER AND WASTEWATER THREATS TO THE

COMMUNITY. THIS INFORMATION IS AVAILABLE IN DOMESTIC

WASTEWATER MANAGEMENT – A PLANNING GUIDE FOR LOCAL

GOVERNMENT, AVAILABLE AT WWW.MAV.ASN.AU.

**2.2 LOCAL GOVERNMENT PLANNING**

AS WITH ALL LEVELS OF GOVERNMENT IN AUSTRALIA, LOCAL

GOVERNMENT HAS MANY PLANNING PROCESSES. LEGISLATION

REQUIRES THE DEVELOPMENT OF CORPORATE PLANS, MUNICIPAL

PUBLIC HEALTH PLANS, AND THE DEVELOPMENT OF THE

MUNICIPAL STRATEGIC STATEMENT (MSS). THERE ARE ALSO

MANY PLANS OR STRATEGIES ADDRESSING THE ENVIRONMENT

(ENVIRONMENTAL AND CONSERVATION PLANNING), ECONOMIC

GROWTH (STRATEGIC LAND USE STRATEGIES, INFRASTRUCTURE

PLANNING, AND BUSINESS DEVELOPMENT), AND COMMUNITY

DEVELOPMENT (ARTS, DISABILITY, AND RECREATIONAL PLANS).

THERE MAY BE AREAS OF OVERLAP BETWEEN EXISTING PLANS

AND A DWMP. IT IS IMPORTANT TO IDENTIFY THESE TO AVOID

POTENTIAL DUPLICATION OR WASTED EFFORT. TO ENSURE

BUDGETARY COMMITMENT, THE DWMP MUST BE LINKED TO THE

CORPORATE PLAN AND APPROVED BY COUNCIL.

IT IS PARTICULARLY IMPORTANT THAT THE DWMP IS STRONGLY

LINKED WITH THE PLANNING SCHEME. A REQUIREMENT OF THE

PLANNING AND ENVIRONMENT ACT 1987 IS THAT CONTROLS ON

THE USE AND DEVELOPMENT OF LAND IN A PLANNING SCHEME

RELATE TO THE OBJECTIVES AND STRATEGIES CONTAINED WITHIN

THE MSS FOR THE MUNICIPALITY. THE SCHEME CONTAINS THE

STATE PLANNING POLICY FRAMEWORK WHICH IS THE SAME IN

ALL SCHEMES AND A LOCAL PLANNING POLICY FRAMEWORK

WHICH MAY VARY BETWEEN COUNCILS AND IS INFORMED BY THE

COUNCIL’S MSS. THE LOCAL PLANNING POLICY IDENTIﬁES THE

LONG-TERM DIRECTIONS ABOUT LAND USE AND DEVELOPMENT IN

THE MUNICIPALITY AND PROVIDES THE RATIONALE FOR SPECIﬁC

PROVISIONS IN THE SCHEME. THE LOCAL PLANNING POLICY

NEEDS TO BE ALSO INFORMED BY THE DWMP AND THE POLICIES

OF COUNCIL CONTAINED IN THIS PLAN.

ANOTHER CONSIDERATION IS THE REQUIREMENT FOR THE DWMP

TO ADOPT AND IMPLEMENT BEST VALUE PRINCIPLES. BEST

VALUE IS ABOUT MEETING THE NEEDS OF THE COMMUNITY BY

THE PROVISION OF COUNCIL SERVICES THAT ARE THE ‘BEST ON

OFFER’. THE SIX PRINCIPLES THAT UNDERPIN THE BEST VALUE

REQUIREMENTS ARE:

■ QUALITY AND COST STANDARDS FOR ALL SERVICES

■ RESPONSIVENESS TO COMMUNITY NEEDS

■ ACCESSIBLE AND APPROPRIATELY TARGETED SERVICES

■ CONTINUOUS IMPROVEMENT

■ REGULAR COMMUNITY CONSULTATION

■ FREQUENT REPORTING TO THE COMMUNITY

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**2.3 REGIONAL CONTEXT**

IT IS IMPORTANT TO RECOGNISE THAT THE DEVELOPMENT OF

A DWMP IS OF INTEREST TO ORGANISATIONS WITH REGIONAL

STATUTORY RESPONSIBILITIES FOR ENVIRONMENT PROTECTION,

CONSERVATION AND SUSTAINABLE DEVELOPMENT. CATCHMENT

MANAGEMENT AUTHORITIES AND WATER AUTHORITIES HAVE

A DIRECT INTEREST IN WASTEWATER MANAGEMENT AND ARE

OFTEN IMPORTANT PLAYERS IN THE DEVELOPMENT OF A DWMP.

REGIONAL EPA, DHS AND DSE MAY ALSO PLAY AN IMPORTANT

ROLE IN SETTING UP REGIONAL CONTEXT FOR THE DEVELOPMENT OF

A DWMP.

IT IS CRITICAL THAT STRATEGIES AND ACTIONS EMERGING FROM

DIFFERENT PLANNING PROCESSES UNDERTAKEN BY COUNCIL

AND OTHER LOCAL AGENCIES OR AUTHORITIES ARE INTEGRATED

IN A DWMP. IT IS WORTHWHILE INCLUDING A SUMMARY OF

ALL WATER-RELATED REGIONAL INITIATIVES THAT MAY IMPACT OR

WHERE DOMESTIC WASTEWATER HAS AN IMPACT. FOR EXAMPLE,

CATCHMENT MANAGEMENT STRATEGIES, RIVER HEALTH

STRATEGIES OR WATER QUALITY IMPROVEMENT PLANS.

**2.4 STATE LEGISLATION AND POLICIES**

ALTHOUGH THOSE DIRECTLY INVOLVED IN THE DEVELOPMENT OF

THE PLAN ARE AWARE OF LEGISLATIVE REQUIREMENTS UNDER THE

ENVIRONMENT PROTECTION ACT 1970 AND STATE ENVIRONMENT

PROTECTION POLICIES, IT CANNOT BE ASSUMED THAT COUNCIL,

COUNCIL OFﬁCERS, EXTERNAL STAKEHOLDERS AND THE COMMUNITY

POSSESS THIS KNOWLEDGE. IT IS ALSO IMPORTANT TO OUTLINE THE

ROLES AND RESPONSIBILITIES OF STATE AND LOCAL GOVERNMENTS,

AND OF STATE AUTHORITIES AND INSTRUMENTALITIES. IT IS

WORTH DEVELOPING A SUMMARY OF THE LEGISLATIVE AND POLICY

REQUIREMENTS. THIS INFORMATION CAN BE DOWNLOADED FROM

‘DOMESTIC WASTEWATER MANAGEMENT – A PLANNING GUIDE

FOR LOCAL GOVERNMENT’ AT WWW.MAV.ASN.AU

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MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

**MANAGEMENT OF DWMP DEVELOPMENT,**

**IMPLEMENTATION AND REVIEW**

**3**

THIS SECTION OF THE DWMP SHOULD INCLUDE:

■ AN OUTLINE OF THE OFﬁCERS AND COMMITTEES INVOLVED IN

DEVELOPING THE PLAN INCLUDING TERMS OF REFERENCE AND

DEVELOPMENT TIMELINES

■ AN OUTLINE AND DESCRIPTION OF THE MAJOR STEPS IN

THE DEVELOPMENT OF THE PLAN INCLUDING COMMUNITY

CONSULTATION AND PARTICIPATION STEPS

■ AN OUTLINE ON HOW THE DWMP WILL BE MANAGED IN ITS

IMPLEMENTATION STAGE

■ EVALUATION PROCESS FOR THE DWMP

■ AN OUTLINE ON HOW THE PLAN WILL BE MANAGED IN ITS

IMPLEMENTATION AND EVALUATION STAGES

**3.1 THE PROJECT MANAGER AND PROJECT**

**MANAGEMENT TEAM**

A CLEAR MANAGEMENT STRUCTURE IS CRITICAL FOR SUCCESSFUL

IMPLEMENTATION OF A DWMP. A SUGGESTED MANAGEMENT

STRUCTURE IS A PROJECT MANAGER (THIS MAY BE A SENIOR

ENVIRONMENTAL HEALTH OFﬁCER) AND A SUPPORTING PROJECT

MANAGEMENT TEAM.

THE PROJECT MANAGER IS PRIMARILY RESPONSIBLE FOR

COORDINATING THE PLANNING, COMMUNICATION AND

CONSULTATION PROCESSES ASSOCIATED WITH THE PROJECT

INCLUDING REPORTING TO EXECUTIVE MANAGEMENT AND

COUNCIL.

TO ENSURE THE PLAN HAS INPUT AND RELEVANCE ACROSS COUNCIL

DEPARTMENTS, DWMP PROJECT MANAGEMENT TEAMS SHOULD

INCLUDE OFﬁCERS FROM DEPARTMENTS SUCH AS ENVIRONMENTAL

AND LAND USE PLANNING (REPRESENTATION BY PLANNING

OFﬁCERS IS CRITICAL), STORMWATER MANAGEMENT, GOVERNANCE

AND ENGINEERING. THE PROJECT MANAGEMENT TEAM SHOULD

ALSO INCLUDE REPRESENTATION FROM REGIONAL DEPARTMENT

OF SUSTAINABILITY AND ENVIRONMENT, DEPARTMENT OF

HUMAN SERVICES, THE EPA, WATER AUTHORITIES, CATCHMENT

MANAGEMENT AUTHORITIES, AND NEIGHBOURING COUNCILS

(WHERE RELEVANT). IT IS ESSENTIAL TO ENGAGE EXTERNAL

STAKEHOLDERS FROM THE BEGINNING OF THE PROJECT TO ENSURE

MAXIMUM INPUT AND BUY-IN.

OTHER DEPARTMENTS WITHIN COUNCIL, SUCH AS RISK

MANAGEMENT, GIS, IT, ﬁNANCE, BUILDING SURVEYING,

ORGANISATIONAL DEVELOPMENT, HR AND ECONOMIC

DEVELOPMENT MAY ALSO PROVIDE VALUABLE INPUT INTO DWMP

DEVELOPMENT.

IT IS IMPORTANT TO HAVE TERMS OF REFERENCE FOR THE PROJECT

MANAGEMENT TEAM. SOME EXAMPLES TO BE USED (AS A

MINIMUM) ARE:

■ TO DEVELOP, IMPLEMENT, MONITOR AND REVIEW THE

DOMESTIC WASTEWATER MANAGEMENT PLAN FOR (INSERT

COUNCIL)

■ TO ENSURE THAT OTHER RELEVANT STAFF ARE AWARE OF AND

PARTICIPATE IN THE IMPLEMENTATION OF THE DOMESTIC

WASTEWATER MANAGEMENT PLAN

■ TO IDENTIFY RELEVANT STAFF OR ORGANISATIONS AND THEIR

ROLES IN IMPLEMENTING THE DOMESTIC WASTEWATER

MANAGEMENT PLAN

■ TO PROVIDE ALL RELEVANT STAFF WITH REGULAR UPDATES ON

DOMESTIC WASTEWATER MANAGEMENT

■ TO PROVIDE LEADERSHIP AND DIRECTION FOR (INSERT

COUNCIL)’S DOMESTIC WASTEWATER MANAGEMENT

■ TO REVIEW AND AMEND THE DOMESTIC WASTEWATER

MANAGEMENT PLAN AS REQUIRED

■ TO PERIODICALLY PARTICIPATE IN STATEWIDE DISCUSSIONS

AND EVENTS ON DOMESTIC WASTEWATER

THE PROJECT MANAGEMENT TEAM SHOULD CONTINUE TO MEET

DURING THE IMPLEMENTATION AND EVALUATION STAGES OF THE

PLAN.

**3.2 PROCESS OF DEVELOPING A DWMP**

THE FOLLOWING LIST OUTLINES THE GENERAL STEPS FOR

DEVELOPING A DWMP. THESE STEPS ARE INTERCHANGEABLE.

**1.** CONVENE PROJECT MANAGEMENT TEAM

**2.** GATHER NECESSARY INFORMATION, INCLUDING WASTEWATER

DATA FOR EACH TOWN

**3.** UNDERTAKE PUBLIC HEALTH AND ENVIRONMENTAL RISK

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ASSESSMENT FOR EACH TOWN BASED ON THE INFORMATION

**4.** IDENTIFY OVERALL STRATEGIES OR OPTIONS TOWARDS DESIRED

OUTCOMES FOR EACH TOWN BASED ON THE INFORMATION

**5.** DEVELOP ACTIONS TO ADDRESS RISKS FOR EACH TOWN BASED

ON RISK ASSESSMENT AND STRATEGIES

**6.** ESTABLISH PRIORITIES BASED ON RISK ASSESSMENT AND

BEST VALUE PRINCIPLES

**7.** PROJECT MANAGEMENT TEAM ENDORSE STRATEGIES,

ACTIONS, ASSIGN RESPONSIBILITIES AND TIMEFRAMES

**8.** SEEK COUNCIL APPROVAL AND ADOPTION OF DWMP

**9.** IMPLEMENT PLAN (INCLUDING ANNUAL REVIEW)

**10.** COMPLETE AND EVALUATE DWMP (AT END OF FOURTH YEAR)

**3.3 COMMUNITY CONSULTATION**

A CRITICAL PART OF THE DEVELOPMENT OF A DWMP IS

COMMUNITY COLLABORATION AND CONSULTATION. COMMUNITY

INVOLVEMENT IS IMPORTANT TO INFORM COUNCIL EFFORTS TO

IMPROVE THE COMMUNITY ENVIRONMENT. THE COMMUNITY

MAY PLAY AN IMPORTANT ROLE IN HELPING COUNCIL TO GATHER

DATA ABOUT THEIR ONSITE SYSTEMS AND OTHER DATA IN A

PARTICULAR TOWNSHIP. IT IS SIGNIﬁCANT THAT THEIR EFFORT

IS RECOGNISED AND THAT THEIR INPUT CONTRIBUTES TO THE

DEVELOPMENT OF A DWMP.

OFTEN THERE IS A COUNCIL EXPECTATION GOVERNING THIS

ACTIVITY THAT MAY BE REﬂECTED IN THE CORPORATE PLAN OR

OTHER POLICY DECISIONS SUCH AS AN ACCESS AND EQUITY

POLICY. THERE MAY ALSO BE OPPORTUNITIES TO INTEGRATE

THIS CONSULTATION EXERCISE WITH AN ALREADY PLANNED

CONSULTATION PROCESS, E.G. COMMUNITY SURVEYS. FOR MORE

INFORMATION ON COMMUNITY CONSULTATION, INCLUDING

CASE STUDIES, SEE THE INFORMATION SHEET ‘COMMUNITY

CONSULTATION METHODS’ IN THE RESOURCE GUIDE SECTION OF

‘DOMESTIC WASTEWATER MANAGEMENT – A PLANNING GUIDE

FOR LOCAL GOVERNMENT’ AT WWW.MAV.ASN.AU

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MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

**ASSESSING THE CURRENT WASTEWATER SITUATION**

**4**

ASSESSING THE STATUS OF DOMESTIC WASTEWATER IN THE

MUNICIPALITY REQUIRES THE DEVELOPMENT OF A WASTEWATER

PROﬁLE FOR ALL PARTIALLY OR TOTALLY SEWERED TOWNS. FROM

THIS PROﬁLE RISK ASSESSMENT CAN BE UNDERTAKEN WHICH

LEADS TO THE FORMULATION OF STRATEGIES AND AN ACTION

PLAN TO ADDRESS THESE RISKS. IT IS THE ROLE OF THE PROJECT

MANAGEMENT TEAM TO THEN ASSIGN PRIORITIES FOR ACTIONS.

THE DEVELOPMENT OF A WASTEWATER PROﬁLE AND THE RISK

ASSESSMENT ENSURE THAT THE DWMP STRATEGIES AND ACTIONS

ARE BASED ON FACTS, ARE TARGETED AND APPROPRIATELY TIMED.

FURTHER, EVIDENCE BASED STRATEGIES AND ACTIONS WILL

ENHANCE APPLICATIONS FOR FUNDING (BOTH INTERNAL BUDGETARY

ALLOCATIONS AND EXTERNAL GRANTS).

**4.1 LOCAL WASTEWATER MANAGEMENT PROﬁLE**

THIS INFORMATION IS CRITICAL TO PROVIDE A SHARED

UNDERSTANDING OF THE FEATURES AND SCOPE OF DOMESTIC

WASTEWATER MANAGEMENT IN THE MUNICIPALITY. IMPORTANTLY,

IT HIGHLIGHTS THE SHORT-, MEDIUM- AND LONG-TERM IMPACTS

TO PUBLIC HEALTH AND THE ENVIRONMENT AND POINTS OUT

THE STRATEGIES OR OPTIONS AVAILABLE FOR CONSIDERATION

BY COUNCIL TO REDUCE THESE ADVERSE IMPACTS. ESSENTIAL

INFORMATION, GATHERED FOR EACH TOWN, WOULD COMPRISE THE

FOLLOWING:

■ EXISTING NUMBER OF SEPTIC SYSTEMS, TYPE, AGE/TIME

PROﬁLES AND INSTALLATION TRENDS;

■ PERFORMANCE INDICATORS: COMPLAINTS, INSPECTIONS, DE-

SLUDGING STATISTICS, RETICULATED SEWERAGE DEVELOPMENT

TIMELINES, POLLUTION STUDIES

■ SIZE AND CHARACTERISTICS OF THE TOWN, INCLUDING

NUMBER OF ALLOTMENTS UNDER 1000 SQUARE METRES,

ALLOTMENTS BETWEEN 5000 AND 10,000 SQUARE

METERS, AND ALLOTMENTS OVER 10,000 SQUARE METRES,

NUMBER OF HOUSES, DEVELOPMENT TRENDS, NUMBER OF

COMMERCIAL PROPERTIES

■ PERTINENT GEOGRAPHICAL AND GEOLOGICAL INFORMATION,

SUCH AS SOIL TYPE, PROXIMITY OF WATERCOURSES, WATER

CATCHMENTS AND AREAS OF ENVIRONMENTAL SIGNIﬁCANCE

■ COUNCIL APPROVAL AND MANAGEMENT PROCESSES AND

RELATED PRACTICES

■ A MAP OF EACH TOWN SHOWING ‘HOT SPOTS’ OR HIGH RISK

AREAS WHERE ONSITE SYSTEMS ARE HEAVILY IMPACTING THE

ENVIRONMENT AND PUBLIC HEALTH.

NOTE THAT WATER AUTHORITIES MAY REQUIRE ADDITIONAL

INFORMATION AND SHOULD BE CONSULTED DURING THIS PHASE OF

THE PLANNING PROCESS.

**4.2 PRIORITY SETTING**

THIS STAGE OF THE DEVELOPMENT OF A DWMP IS CONCERNED

WITH DEﬁNING PRIORITY WASTEWATER MANAGEMENT ISSUES

USING THE INFORMATION GATHERED IN THE PROﬁLE. IT IS

THE RESPONSIBILITY OF THE PROJECT MANAGEMENT TEAM TO

DETERMINE PRIORITIES BASED ON THE RISKS IDENTIﬁED AND THE

BEST VALUE PRINCIPLES.

THE MUNICIPALITY CAN BE DIVIDED INTO TOWNS AS AN

APPROACH TO IDENTIFYING THREATS, VALUES AND FOR

FORMULATING MANAGEMENT STRATEGIES (THE ACTION PLAN WILL

CONTAIN THE SPECIﬁC ACTIONS RELATING TO EACH OF THESE

STRATEGIES). IT SHOULD BE RECOGNISED, HOWEVER, THAT SEVERAL

TOWNS MAY FACE THE SAME, OR VERY SIMILAR, ISSUES AND IN

RESULT MAY SHARE COMMON OR SIMILAR ‘SOLUTIONS’.

**4.2.1 WASTEWATER THREATS**

ALL WASTEWATER GENERATION AND/OR DISCHARGE CARRIES AN

INHERENT THREAT WITH POTENTIAL TO HARM HUMAN HEALTH OR

DAMAGE THE RECEIVING ENVIRONMENT. A LIST OF COMMON

WASTEWATER RISKS TO PUBLIC HEALTH AND ENVIRONMENT CAN

BE FOUND ON THE INFORMATION SHEET “DOMESTIC WASTEWATER

AS A RISK’, PART OF THE RESOURCE GUIDE COMPONENT OF

‘DOMESTIC WASTEWATER MANAGEMENT – A PLANNING GUIDE

FOR LOCAL GOVERNMENT’, AVAILABLE AT WWW.MAV.ASN.AU

**4.2.2 VALUES**

VALUES REﬂECT THE COMMUNITY’S PERCEPTIONS OF PUBLIC

HEALTH AND THE PROTECTION OF BENEﬁCIAL USES OF THE

RECEIVING ENVIRONMENT.

BENEﬁCIAL USES OF SURFACE WATERS ARE LISTED IN THE STATE

ENVIRONMENT PROTECTION POLICY (WATERS OF VICTORIA)

(SEPP-WOV). THESE INCLUDE:

■ AQUATIC ECOSYSTEMS

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■ PRIMARY CONTACT RECREATION

■ SECONDARY CONTACT RECREATION

■ AESTHETIC ENJOYMENT

■ INDIGENOUS CULTURAL AND SPIRITUAL VALUES

■ NON-INDIGENOUS CULTURAL AND SPIRITUAL VALUES

■ AGRICULTURE AND IRRIGATION

■ AQUACULTURE

■ INDUSTRIAL AND COMMERCIAL USES

■ HUMAN CONSUMPTION AFTER APPROPRIATE TREATMENT

■ FISH, CRUSTACEA & MOLLUSCS FOR HUMAN CONSUMPTION.

SEPP-WOV (AND ITS RELEVANT SCHEDULES) ALSO LISTS

BENEﬁCIAL USES TO BE PROTECTED IN DIFFERENT TYPES OF

ENVIRONMENT OF SPECIﬁC AREA.

BENEﬁCIAL USES OF GROUNDWATER ARE LISTED IN THE STATE

ENVIRONMENT PROTECTION POLICY (GROUNDWATERS OF VICTORIA)

(SEPP-GROUNDWATER). SEPP-GROUNDWATER DIVIDES THE

ENVIRONMENT INTO DIFFERENT SEGMENTS BASED ON BACKGROUND

LEVEL OF TOTAL DISSOLVED SOLIDS (TDS) IN THE GROUNDWATER. IT

THEN REFERS TO BENEﬁCIAL USES TO BE PROTECTED IN EACH OF

THE SEGMENTS AND THE RELEVANT INDICATORS. BENEﬁCIAL USES

OF GROUNDWATER TO BE PROTECTED ARE:

■ MAINTENANCE OF ECOSYSTEMS

■ POTABLE WATER SUPPLY – DESIRABLE AND ACCEPTABLE

■ POTABLE MINERAL WATER SUPPLY

■ AGRICULTURE

■ PARKS AND GARDEN

■ STOCK WATERING

■ INDUSTRIAL WATER USE

■ PRIMARY CONTACT RECREATION

■ BUILDINGS AND STRUCTURES.

BENEﬁCIAL USES OF LAND ARE LISTED IN THE STATE

ENVIRONMENT PROTECTION POLICY (PREVENTION AND

MANAGEMENT OF CONTAMINATION OF LAND) (SEPP-LAND).

SEPP-LAND DIVIDES THE LAND ENVIRONMENT INTO DIFFERENT

CATEGORIES, SUCH AS PARKS AND RESERVES, AGRICULTURE,

ETC. IT THEN LISTS BENEﬁCIAL USES TO BE PROTECTED FOR EACH

OF THE LAND USE CATEGORY AND THE RELEVANT INDICATORS.

BENEﬁCIAL USES OF LAND ARE:

■ MAINTENANCE OF ECOSYSTEMS

■ HUMAN HEALTH

■ BUILDINGS AND STRUCTURES

■ AESTHETIC

■ PRODUCTION OF FOOD, ﬂORA AND ﬁBRE.

AS WITH ASSESSMENT OF THREATS WITHIN TOWNSHIPS, THE

VALUES OF PUBLIC HEALTH AND RECEIVING ENVIRONMENTS NEEDS

TO BE ASSESSED AND BASED ON INFORMATION COLLATED IN THE

WASTEWATER MANAGEMENT PROﬁLE. PARTICULAR ATTENTION

SHOULD BE PAID TO NON-COMPLIANCE AND NON-CONFORMANCE

WITH THE LEGISLATION AND WITH STATE AND COUNCIL POLICIES.

A SIGNIﬁCANCE RATING (LOW, MODERATE, HIGH AND VERY HIGH)

SHOULD BE ASSIGNED FOR EACH SPECIﬁC VALUE TYPE WITHIN

EACH TOWN, AS SHOWN BELOW.

**10**

MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**



|  |  |  |  |
| --- | --- | --- | --- |
| **VALUE CATEGORY** | **SPECIFIC VALUE TYPES** | **DESCRIPTION** | **RATING** |
| **PUBLIC HEALTH** | INFECTIOUS DISEASETRANSMISSION |  |  |
|  | EXPOSURE |  |  |
| **ENVIRONMENTAL** | SURFACE WATER | REFER TO EACH BENEﬁCIAL USES FOR SURFACEWATERS LISTED ABOVE, AND ASSESS THE LEVEL OFPROTECTION AFFORDED AND ASSOCIATED RISK. |  |
|  | GROUNDWATER | REFER TO EACH BENEﬁCIAL USES FORGROUNDWATER LISTED ABOVE, AND ASSESS THELEVEL OF PROTECTION AFFORDED AND ASSOCIATEDRISK. |  |
|  | LAND | REFER TO EACH BENEﬁCIAL USES FOR LAND LISTEDABOVE, AND ASSESS THE LEVEL OF PROTECTIONAFFORDED AND ASSOCIATED RISK. |  |
| **ECONOMIC** | DEVELOPMENT POTENTIAL |  |  |
|  | PROPERTY VALUE |  |  |
| **LOCATION** | DENSITY OF SYSTEMS |  |  |
| **LAND CAPABILITY****ASSESSMENT/SOIL TYPE** | ABSORPTION CHARACTERISTICS |  |  |

**4.2.3 RISK ASSESSMENT**

RISK MAGNITUDES SHOULD BE CALCULATED FOR ALL

COMBINATIONS OF VALUES AND THREATS WITHIN EACH TOWN BY

ASSIGNING A NUMERICAL SCORE FOR EACH QUALITATIVE RATING

(IE. 1 = LOW, 2 = MODERATE, 3 = HIGH AND 4 = VERY

HIGH). USING THE TABLE BELOW THE RISK MAGNITUDE FOR EACH

COMBINATION OF THREAT AND VALUE CAN BE CALCULATED: RISK

= VALUE X THREAT. THE NUMBERS SHOULD BE REGARDED AS A

REﬂECTION OF LOCAL KNOWLEDGE AND EXPERIENCES RATHER THAN

ABSOLUTE VALUES OF RISK. THE RISK MATRIX THEN BECOMES A

TOOL IN QUANTIFYING THE RELATIVE RISKS IN EACH TOWN AND

THE BASIS FOR PRIORITISING WASTEWATER MANAGEMENT ISSUES

WITHIN A TOWN AND ACROSS THE MUNICIPALITY FOR THE PROJECT

MANAGEMENT TEAM.

MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

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|  |  |
| --- | --- |
| **RECEIVING VALUES** | **WASTEWATER THREATS** |
| **FAILED****SYSTEMS****WITH OFFSITE****DISCHARGE** | **TREATED****OFF-SITE****EFﬂUENT****DISCHARGE** | **TREATED****ON-SITE****EFﬂUENT****DISCHARGE** | **UNTREATED****OFF-SITE****SULLAGE****DISCHARGE** | **INEFFECTIVE****REGULATION** | **RE-USE OF****WASTE WATER** |
| **PUBLIC HEALTH** | INFECTIOUSDISEASETRANSMISSION |  |  |  |  |  |  |
|  | EXPOSURE |  |  |  |  |  |  |
| **ENVIRONMENTAL** | SURFACE WATERQUALITY |  |  |  |  |  |  |
|  | IN-STREAMBIODIVERSITY |  |  |  |  |  |  |
|  | GROUNDWATERQUALITY |  |  |  |  |  |  |
| **AMENITY** | VISUAL/ODOUR |  |  |  |  |  |  |
| **ECONOMIC** | DEVELOPMENTPOTENTIAL |  |  |  |  |  |  |
|  | PROPERTY VALUE |  |  |  |  |  |  |
| **LOCATION** | CONCENTRATIONOF EFﬂUENT |  |  |  |  |  |  |
| **SOIL TYPE** | ABSORPTIONCHARACTERISTICS |  |  |  |  |  |  |

**5**

**DEVELOPING AN ACTION PLAN**

A DWMP IS A STRATEGIC PLAN. IT REQUIRES AN OVERALL GOAL THAT

WILL BE SUPPORTED BY VARIOUS STRATEGIES. THE STRATEGIES ARE

MORE DETAILED STATEMENTS OF PURPOSE THAT WILL ENABLE THE

**REACTIVE MANAGEMENT STRATEGIES:**

■ INFORMATION MANAGEMENT

GOAL TO BE MET. UNDER THE STRATEGIES IS A RANGE OF ACTIONS,

HIGHLY DETAILED STATEMENTS OF INTENT THAT INCLUDE TIMELINES,

MEASURES OF COMPLETION AND RESPONSIBILITIES. THIS SECTION

DISCUSSES EACH OF THESE STRATEGIC PLANNING LEVELS.

■

■

SYSTEMATIC INFORMATION COLLECTION, STORAGE,

RETRIEVAL AND ANALYSIS OF WASTEWATER TECHNICAL DATA

DEVELOPMENT OF ‘IN THE ﬁELD’ DATA MANAGEMENT

AND COMMUNICATION TOOLS

**5.1 SETTING GOALS**

AN OVERALL GOAL SHOULD BE SET FOR THE DWMP. THIS WILL SET

THE SCENE FOR THE RESULTING STRATEGIES AND ACTIONS. THE GOAL

SHOULD BE OUTLINED IN THE INTRODUCTION. SOME EXAMPLE

GOALS ARE:

■ TO GUIDE COUNCIL TOWARDS MORE SUSTAINABLE DOMESTIC

WASTEWATER MANAGEMENT

■ TO REDUCE THE ENVIRONMENTAL, HEALTH AND ECONOMIC

RISK, BOTH TO COUNCIL AND THE COMMUNITY, POSED BY

DOMESTIC WASTEWATER

■ TO COMPREHENSIVELY IDENTIFY ACTIONS, RELEVANT STAKEHOLDERS

AND NECESSARY TIMELINES TO MANAGE DOMESTIC WASTEWATER

SUSTAINABLY IN (INSERT COUNCIL NAME)

■ REGULATORY MANAGEMENT

■ INTEGRATE COUNCIL’S REGULATORY SERVICE SYSTEMS

SUCH AS BUILDING, PLANNING AND PUBLIC HEALTH IN

DEVELOPMENT APPROVAL PROCESSES

■ REVIEW SEPTIC TANK APPROVAL POLICIES AND

PROCESSES AND DEVELOP CLEAR COUNCIL POLICIES

REﬂECTING WASTEWATER MANAGEMENT ISSUES IN

FUTURE LAND USE DEVELOPMENT

■ DEVELOP CLEAR REGULATORY RESPONSIBILITIES FOR SEWER

CONNECTIONS AND VERIﬁCATION INCLUDING PROGRESS

AND PRIORITIES OF SEWERAGE AUTHORITY BACKLOG

PROGRAMS

■ COMPLIANCE MANAGEMENT

■ TO SUPPORT RATIONAL TOWN PLANNING

■

COMMUNICATE TO HOUSEHOLDERS AND THE

GENERAL COMMUNITY THEIR INDIVIDUAL LEGISLATIVE

**5.2 IDENTIFYING STRATEGIES**

FROM IDENTIﬁCATION OF A DWMP GOAL, STRATEGIES NEED

TO BE FORMULATED. STRATEGIES CAN BE FORMED ACCORDING

TO TOWNSHIPS OR SUB-CATCHMENT AREAS. THE INFORMATION

COLLECTED IN THE WASTEWATER PROﬁLE AND THE RISK

ASSESSMENT, AS WELL AS INPUT FROM OTHER EXTERNAL REGIONAL

AGENCIES SUCH AS CATCHMENT MANAGEMENT AUTHORITIES,

WATER AUTHORITIES, EPA ETC., ON DIFFERENT INITIATIVES IN THE

REGION, WILL GUIDE THE STRATEGY DEVELOPMENT.

STRATEGIES ARE MORE SPECIﬁC AND CAN BE BROKEN DOWN INTO

REACTIVE STRATEGIES OR PROACTIVE STRATEGIES (SOME EXAMPLE

RESPONSIBILITIES PERTAINING TO SEPTIC SYSTEMS

**PROACTIVE MANAGEMENT STRATEGIES:**

■ COMPLIANCE MANAGEMENT

■ INVESTIGATION OF INCENTIVES FOR CONNECTION TO

SEWER WHEN AVAILABLE

■ INVESTIGATION OF INCENTIVES FOR CORRECT

MAINTENANCE OF SEPTIC SYSTEMS BY HOUSEHOLDERS

■ INFORMATION MANAGEMENT

■ DEVELOPMENT OF A NEW HOME OWNERS INFORMATION KIT

STRATEGIES ARE LISTED BELOW).

■

DEVELOPMENT OF AN INFORMATION BROCHURE FOR

EACH TOWN HAS ITS OWN WASTEWATER ISSUES, ENVIRONMENT AND

COMMUNITY CHARACTERISTICS, WHICH NEED TO BE REﬂECTED IN

THE STRATEGY FORMULATION AND SUBSEQUENTLY ACTION PLAN. IT

ALSO MEANS THAT DIFFERENT STAKEHOLDERS MAY BE ENGAGED ON

SPECIﬁC LOCAL ISSUES.

HOUSEHOLDERS

**5.3 ACTION PLANNING**

AN ACTION PLAN IS A DETAILED LISTING OF TASKS THAT HAVE TO

BE CARRIED OUT TO IMPLEMENT EACH SET STRATEGY,WHICH IS

BASED ON TOWNSHIPS OR SUB-CATCHMENT AREAS.

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MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

THE ACTION PLANS WILL DRAW ON DATA ALREADY GATHERED, SUCH AS:

■ MAPS OF THE TOWN INCLUDING PLANNING OVERLAYS, TOPOGRAPHICAL

AND GEOLOGICAL FEATURES, BUILT AND NATURAL DRAINAGE SYSTEMS

■ WASTEWATER DATA INCLUDING SEPTIC TANK LOCATIONS/

DENSITIES AND TYPES, RECEIVING ENVIRONMENT TESTING

RESULTS, COMPLAINTS, RESULTS OF SURVEYS

■ PROPOSED DEVELOPMENT AREAS

■ INFORMATION COLLECTED FROM OTHER PLANS E.G.

ENVIRONMENT, STORMWATER MANAGEMENT

■ INFORMATION HELD BY OTHER STAKEHOLDERS E.G. STREAM

MONITORING DATA, GROUND WATER DATA

■ INITIATIVES BY OTHER REGIONAL ORGANISATIONS SUCH AS

CMAS, WATER AUTHORITIES, REGIONAL EPA, DHS AND DSE

**5.3.1 PROJECT MANAGER AND PROJECT**

**MANAGEMENT TEAM**

IT IS ADVISABLE TO USE THE SAME PROJECT MANAGER AND

PROJECT MANAGEMENT TEAM TO FORMULATE THE ACTION PLAN.

THIS GROUP WILL HAVE ALREADY AGREED ON THE GOAL OF THE PLAN

AND ITS DRAFT STRATEGIES.

**5.3.2 IDENTIFYING ACTION STEPS**

THE ACTION PLAN INCLUDES A LIST OF THE ACTION STEPS LISTED

IN CHRONOLOGICAL ORDER THAT WILL ACCOMPLISH THE INTENDED

STRATEGY. THESE ACTION STEPS MUST BE CLEARLY WRITTEN AND

EXPECTED OUTCOME FROM EACH ACTION PLAN STEP NEEDS TO BE

CLEARLY ARTICULATED.

ACTION STEPS ARE QUANTIﬁED OBJECTIVES SET BY THE TEAM TO

BE ATTAINED AT A FUTURE DATE. THEY EXPRESS OR DEﬁNE THE

AIMS OF THE ACTION PLAN - WHAT ARE WE AIMING FOR? GOOD

PERFORMANCE ACTION STEP TARGETS WILL BE SMART:

■ **SPECIﬁC:** CLEAR, UNAMBIGUOUS AND EASY TO UNDERSTAND

BY THE ACTION PLANNING TEAM WHO ARE REQUIRED TO

ACHIEVE THEM

■ **MEASURABLE:** THERE IS NO POINT SETTING A TARGET FOR WHICH

SUCCESS CANNOT BE GAUGED BY REFERRING TO A SPECIﬁC

MEASURE(S)

■ **ACHIEVABLE:** EXPRESSING SPECIﬁC AIMS THAT THE TEAM FEEL

CAN REALISTICALLY BE ACHIEVED, WITH SOME EFFORT: ‘OUT OF

REACH, BUT NOT OUT OF SIGHT’

■ **RELEVANT** TO THOSE WHO WILL BE REQUIRED TO MEET THEM

■ **TIMED:** THERE SHOULD BE A SET TIMESCALE FOR ACHIEVING A

TARGET TO ENCOURAGE A FOCUSED EFFORT.

**5.3.3 ASSIGNING RESPONSIBILITIES AND**

**TIMEFRAMES**

AN OFﬁCER SHOULD BE NOMINATED TO TAKE RESPONSIBILITY FOR

EACH STEP WITHIN THE ACTION PLAN. THE PROJECT MANAGER MUST

ENSURE THE PERSON OR ORGANISATION RESPONSIBLE FOR EACH ACTION

IS INFORMED AND AGREES TO PARTICIPATE. IT IS IMPORTANT THAT

LISTED ACTION STEPS ARE IN CHRONOLOGICAL ORDER, AND SPREAD

OVER A REASONABLE TIMEFRAME SO THEY ARE NOT ALL BEING DONE

AT THE SAME TIME. USE THE CHRONOLOGICAL LIST FOR MONITORING

IMPLEMENTATION. ENSURE THAT YOU ARE REALISTIC ABOUT WHAT CAN

BE ACCOMPLISHED BY WHEN, AND WITH WHAT RESOURCES.

**5.3.4 REQUIRED RESOURCES**

RESOURCES ARE NEEDED TO ACCOMPLISH EACH OF THE ACTION

STEPS. THESE RESOURCES MAY INCLUDE ﬁNANCIAL, FACILITIES AND

EQUIPMENT, PEOPLE AND INFORMATION. THE RESOURCES REQUIRED TO

COMPLETE EACH OF THE ACTION STEPS WILL NEED TO BE QUANTIﬁED.

IN SOME CASES THERE WILL BE EXISTING RESOURCES THAT CAN BE

ALLOCATED TO A TASK(S), OFTEN IT MAY BE NECESSARY TO REQUEST

RESOURCES THROUGH THE BUDGETARY PROCESS. THIS MAY HAVE AN

IMPACT ON THE TIMING OF ACTION STEPS IN THE PLAN.

**5.3.5 REVISION AND REPORTING**

ACTION PLANS CHANGE AS ACTION STEPS ARE COMPLETED AND

NEW ACTIONS ADDED TO THE PLAN. IT IS THEREFORE IMPORTANT TO

ENSURE THAT ACTION PLANS ARE KEPT UP TO DATE. ACTION PLANS

NEED TO BE REVIEWED ANNUALLY, TO ENSURE THAT PROGRESS IS

RECORDED AND CHANGES IN ORGANISATION, RESOURCES, PARTNERS

AND POLICIES INFORM THE ACTION PLAN. TO MAINTAIN INTEREST IN,

AND COMMITMENT TO THE DOMESTIC WASTEWATER MANAGEMENT

PLAN, IT IS IMPORTANT TO ENSURE THAT REGULAR PROGRESS REPORTS

ON IMPLEMENTATION ARE MADE TO MANAGEMENT, COUNCIL, AND

THE COMMUNITY.

IN SUMMARY, YOUR ACTION PLAN SHOULD SHOW:

■ SPECIﬁC TARGETS

■ TASKS NECESSARY TO ACCOMPLISH THEM

■ THE INDIVIDUALS AND GROUPS IN CHARGE

■ REQUIRED RESOURCES

■ ESTIMATED COMPLETION DATES (TIMELINES)

■ COSTS

■ APPROPRIATE MONITORING INDICATORS

■ STAKEHOLDERS

■ CONSTRAINTS AND RISKS TO IMPLEMENTING PROPOSED ACTIONS

■ REVISION AND REPORTING

THE TEMPLATE OVER THE PAGE IS A GOOD WAY TO SET OUT THE

DWMP ACTIONS. THIS TEMPLATE IS BASED ON A TOWN-BY-TOWN

APPROACH. IT MAY BE USEFUL TO ALSO CONSOLIDATE ALL THE

ACTIONS FROM THE ﬁRST YEAR, ACROSS TOWNS, TO FORM A WORK

PLAN TO ASSIST IN BUDGETARY ALLOCATION PROCESSES. THIS WILL

ALSO HIGHLIGHT ACTIONS THAT ARE SHARED BY MULTIPLE TOWNS.

THE RESOURCE REQUIREMENTS TABLE (PAGE 15)IS ONE WAY OF

EXPANDING ON THE ACTIONS TEMPLATE TO SHOW ANY ADDITIONAL

REQUIRED RESOURCES. AS AN EXAMPLE, BOTH OF THESE TEMPLATES

HAVE BEEN COMPLETED FOR ‘ODOURTON’, A CASE STUDY ON PAGE 16.

MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

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**ACTION PLAN TEMPLATE**

**TOWN:**

**RESPONSIBLE MANAGER:**

**DATE PLAN AGREED TO:**

**REVISION DATES:**

**REPORT DATES:**

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MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**



|  |
| --- |
| **STRATEGIES AND ACTIONS STEPS** |
| **1. STRATEGY TO BE IMPLEMENTED:** |
| **ACTION STEPS** | **TEAM/PARTNERS** | **RESPONSIBLE****PERSON** | **CONSTRAINTS &****RISKS** | **DUE DATE:****DATE COMPLETED:** | **MONITORING****INDICATORS** |
| A. |  |  |  |  |  |
| B. |  |  |  |  |  |
| C. |  |  |  |  |  |
| D. |  |  |  |  |  |
| E. |  |  |  |  |  |

**ACTION PLAN TEMPLATE**

MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

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|  |  |  |
| --- | --- | --- |
| **ACTION STEP NO.** | **RESOURCE REQUIREMENTS** | **NOTES** |
| **PEOPLE** | **FINANCIAL** | **EQUIPMENT** | **INFORMATION** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**AN EXAMPLE OF A PRELIMINARY ACTION PLAN**

**TOWN CHARACTERISTICS**

ODOURTON IS A SMALL TOWN OF AROUND 115 PEOPLE AND IS

LOCATED ON A GENTLY SLOPING PART OF THE COAST. IN SUMMER

THERE IS AN INCREASE IN POPULATION TO AROUND 2500. THERE

ARE 260 HOUSES, 394 ALLOTMENTS OF WHICH 164 ARE LESS

THAN 1000M2 AND 211 ARE LESS THAN 10,000M2. A SMALL

CREEK RUNS THROUGH THE EDGE OF THE TOWN AND DRINKING WATER

COMES FROM RAIN WATER TANKS. COMMERCIAL PROPERTIES CONSIST

OF A CARAVAN PARK WITH 275 SITES AND A GENERAL STORE.

**DOMESTIC WASTEWATER PROﬁLE**

■ 23% OF PROPERTIES DISCHARGE OFF-SITE

■ HIGH LEVELS OF E. COLI HAVE BEEN DETECTED IN THE CREEK

DURING SUMMER

■ SOIL PROﬁLE CAN BE SANDY TO SANDY LOAM

A DOMESTIC WASTEWATER PLANNING PROCESS WAS UNDERTAKEN

AND A NUMBER OF STRATEGIES WERE IDENTIﬁED WITHIN THE PLAN.

ONE STRATEGY TO ACHIEVE THIS OBJECTIVE WAS THE DEVELOPMENT

OF A COMMUNITY EDUCATION PROGRAM FOR HOLIDAY MAKERS ON

WATER CONSERVATION AND MANAGEMENT OF SEPTIC TANKS.

**WHAT MIGHT AN ACTION PLAN LOOK LIKE TO IMPLEMENT THIS**

**STRATEGY?**

■ SEPTIC TANKS HAVE BEEN INSTALLED IN THE TOWN FOR THE

LAST 50 YEARS

**ACTION PLAN**

**TOWN:** ODOURSTON

**RESPONSIBLE MANAGER:** ENVIRONMENTAL HEALTH SERVICES COORDINATOR

**DATE PLAN AGREED TO:** 10/7/05

**REVISION DATES:** 31/01/06

**REPORT DATES:** 31/02/06

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MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**



|  |
| --- |
| **STRATEGIES AND ACTIONS STEPS** |
| **1. STRATEGY TO BE IMPLEMENTED:** THE DEVELOPMENT OF A COMMUNITY EDUCATION PROGRAM FOR HOLIDAY MAKERS ON WATERCONSERVATION AND MANAGEMENT OF SEPTIC TANK SYSTEMS. |
| **ACTION STEPS** | **TEAM/PARTNERS** | **RESPONSIBLE****PERSON** | **CONSTRAINTS &****RISKS** | **DUE DATE:****DATE COMPLETED:** | **MONITORING****INDICATORS** |
| A. IDENTIﬁCATIONOF OWNERS ANDADDRESSES OFSEASONAL RENTALPROPERTIES | ■ RATES OFﬁCE | ■ RATES OFﬁCER■ IT OFﬁCER | SECURITY OFINFORMATION | DUE DATE:23 AUGUST 05DATE COMPLETED: | ■ COMPLETIONBY DUE DATE■ DATABASE OFOWNERS |
| B. DEVELOPMENT OFA COMMUNICATIONPLAN | ■ MEDIA OFﬁCER | ■ CUSTOMERSERVICES OFﬁCER■ MEDIA OFﬁCER■ EHO■ ODOURSTONWATERAUTHORITYMEDIA OFﬁCER | LITTLE INTERESTFROM MEDIA ANDCOMMUNITY | DUE DATE: FEB 06DATE COMPLETED:DUE DATE: AUG 20DATE COMPLETED:DUE DATE: AUG 20DATE COMPLETED:DUE DATE: AUG 20DATE COMPLETED: |  |
| - WRITTEN MATERIAL FORPAMPHLET | ■ EHO |
| - DRAFT MEDIA RELEASEFOR APPROVAL BY CEO | ■ MEDIA OFﬁCER |
| - MATERIAL FOR COUNCILWEBSITE | ■ EHO |
| C. IMPLEMENTCOMMUNICATIONPLAN | ■ EHO | ■ CUSTOMERSERVICES OFﬁCER■ MEDIA OFﬁCER■ EHO■ ODOURSTONWATERAUTHORITYMEDIA OFﬁCER |  | DUE DATE:DATE COMPLETED: |  |
| - ARRANGEMENT FORHANDLING ENQUIRIES(TELEPHONE & EMAIL)AND MAIL OUT | ■ CUSTOMERSERVICES |
| D. EVALUATION OFPLAN BY SURVEY OFHOLIDAY MAKERS | ■ MEDIA OFﬁCER |

**RESOURCE REQUIREMENTS**

MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

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|  |  |  |
| --- | --- | --- |
| **ACTION STEP NO.** | **RESOURCE REQUIREMENTS** | **NOTES** |
| **PEOPLE** | **FINANCIAL** | **EQUIPMENT** | **INFORMATION** |
| 1A | ■ THREE HOURS OFRATES TIME■ TWO HOURS OF ITTIME | ■ WITHIN BUDGET | ■ NIL | ■ RATES DATABASE ACCESS |  |
| 1B | *DEVELOPMENT*■ 40 HOURS OFMEDIA OFﬁCER■ 40 HOURS OFCUSTOMERSERVICE■ 40 HOURS OFEHO■ 10 HOURS OFWATER AUTHORITYOFﬁCER TIME*RESPONSE TO**ENQUIRIES*■ 40 HOURS OFEHO TIME*EVALUATION*MEDIA OFﬁCER 30HOURS | ■ $2,450FOR DESIGN,DEVELOPMENT,PRINTINGAND EDITINGOF WRITTENMATERIAL.■ $5000 POSTAGE■ $4300 HIRE OFELECTRONIC ROADBILLBOARD■ $300TELEPHONERENTAL■ $2550FOR SURVEYPERSONNEL | ■ DEDICATEDTELEPHONE LINE | ■ RECORDING OFENQUIRIES FORFEEDBACK ANDANALYSIS |  |

**6**

**COMPLETION, ADOPTION,**

**IMPLEMENTATION AND REVIEW**

**6.1 COMPLETION**

THE ﬁNAL FORMAT OF A DWMP WILL VARY FROM COUNCIL TO

COUNCIL AND SHOULD REﬂECT EACH COUNCIL’S CORPORATE STYLE

AND LAY OUT. HOWEVER, AS MENTIONED IN THE INTRODUCTION,

A USEFUL MODEL IS:

**1.** INTRODUCTION

**2.** CONTEXT

**3.** MANAGEMENT

**4.** ASSESSMENT OF CURRENT WASTEWATER SITUATION

**5.** ACTION PLAN

**6.** APPENDICES

**7.** REFERENCES

**8.** ACKNOWLEDGEMENTS

A POINT ON FORMATTING THE DRAFT PLAN: THE ACTION PLANNING

TABLES MAY BECOME QUITE LARGE. RATHER THAN KEEPING

THESE IN THE MAIN BODY OF THE DOCUMENT, ADD THEM

AS AN APPENDIX ALONG WITH THE DATA GATHERED DURING

THE DEVELOPMENT OF THE WASTEWATER PROﬁLE AND RISK

ASSESSMENT. UNDER THE ACTION PLAN HEADING IN THE MAIN

DOCUMENT, ONLY INCLUDE THE ACTIONS FOR THE ﬁRST YEAR OF

IMPLEMENTATION.

**6.2 ADOPTION BY COUNCIL**

SOME FORM OF COMMUNITY CONSULTATION WILL BE NECESSARY

BEFORE THE DRAFT PLAN CAN GO TO COUNCIL. FURTHER, THE

PROJECT MANAGEMENT TEAM WILL HAVE TO APPROVE THE DRAFT.

IT MAY ALSO BE WORTHWHILE TO CIRCULATE THE DRAFT TO OTHER

STAFF WITHIN COUNCIL TO CHECK FOR ANY UNIDENTIﬁED ISSUES

OR OVERSIGHTS.

HAVING THE DRAFT ADOPTED BY COUNCIL IS A CRITICAL

PLANNING STAGE AS THE PLAN IS GIVEN STATUS WITHIN THE

ORGANISATION AND ALSO BECOMES PART OF THE BUDGETARY AND

ORGANISATIONAL MANAGEMENT PROCESSES. IN EFFECT THE PLAN

BECOMES COUNCIL’S POLICY ON DOMESTIC WASTEWATER AND

PROVIDES THE MANDATE FOR IMPLEMENTING (AND THEREFORE

FUNDING) THE ACTIONS WITHIN THE PLAN.

IT MAY BE USEFUL TO PRESENT COUNCIL WITH A PROGRESS

REPORT AND EARLY DRAFT OF THE PLAN, OR ASK FOR COUNCILLOR

INVOLVEMENT IN THE PROJECT MANAGEMENT TEAM. FAMILIARITY

WITH THE ISSUES PRESENTED IN THE DWMP EARLIER IN THE

PLANNING STAGES MAY ASSIST IN THE ﬁNAL ADOPTION PROCESS.

FOR MORE INFORMATION ABOUT THIS STEP VISIT THE RESOURCE

GUIDE SECTION OF ‘DOMESTIC WASTEWATER MANAGEMENT – A

PLANNING GUIDE FOR LOCAL GOVERNMENT’, INFORMATION SHEET

‘ADOPTION OF DWMP BY COUNCIL.’

**6.3 IMPLEMENTATION**

THE PROJECT MANAGER WILL REMAIN RESPONSIBLE FOR GUIDING

THE IMPLEMENTATION OF THE DWMP AND WILL REQUIRE

THE SUPPORT OF THE PROJECT MANAGEMENT TEAM TO MAKE

SURE THIS OCCURS. ACTIONS FROM THE PLAN WILL NEED TO

BE INCORPORATED INTO THE WORK PLANS OF THE IDENTIﬁED

RESPONSIBLE OFﬁCERS TO MAKE SURE TIMELINES ARE MET.

**6.4 REVIEW**

THE PROJECT MANAGEMENT TEAM SHOULD REVIEW THE

DWMP ANNUALLY AT A MINIMUM, UPDATING THE ACTIONS

AND REPORTING TO COUNCIL ON ITS IMPLEMENTATION. AT THE

COMPLETION OF THE DWMP (I.E. 4 YEARS) THE ENTIRE PLAN WILL

REQUIRE EVALUATION.

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MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

**ORIGINAL EPA – MAV MODEL DOMESTIC**

**WASTEWATER MANAGEMENT PLAN**

**APPENDIX**

**PROJECT OVERVIEW**

IN PARTNERSHIP WITH THE MUNICIPAL ASSOCIATION OF VICTORIA

(MAV), THE EPA HAS INITIATED A TRIAL PROJECT WITH THE

INTENTION OF DEVELOPING A MODEL ON-SITE DOMESTIC

■

■

DEVELOPED A MODEL PLAN FROM COUNCIL TRIAL PLANS

ASSESSED THE IMPACTS AND BARRIERS TO

DEVELOPMENT OF PLANS EXPERIENCED BY COUNCILS

WASTEWATER MANAGEMENT PLAN, AND TO ALSO ASSESS IMPACTS

AND BARRIERS TO COUNCILS DEVELOPING SUCH PLANS. IT IS

INTENDED THAT THIS TRIAL WILL INFORM THE DEVELOPMENT

**(E)** PROVIDED A ﬁNAL PROJECT REPORT TO EPA INCLUDING:

■ A MODEL DOMESTIC WASTEWATER MANAGEMENT PLAN

AND IMPLEMENTATION OF LEGISLATIVE REFORMS PROPOSED BY

GOVERNMENT. AT AN INITIAL PROJECT MEETING BETWEEN THE MAV,

EPA AND MELBOURNE WATER IN AUGUST 2000, IT WAS DECIDED

TO CONDUCT THE TRIAL, WHERE POSSIBLE, WITH COUNCILS CURRENTLY

UNDERTAKING STORMWATER MANAGEMENT PLANS. IT WAS FELT THAT

COMBINING STORMWATER PLANNING WITH DOMESTIC WASTEWATER

PLANNING WOULD ALLOW COST SAVING AND SYNERGIES BETWEEN

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AN ASSESSMENT OF POTENTIAL LINKS WITH THE

STORMWATER PLANNING PROCESS

AN ASSESSMENT OF IMPACT OF PLANNING PROCESS ON

COUNCILS

AN AUDITED FUNDS ACQUITTAL

SIMILAR PROCESSES, PLUS AVOID POTENTIAL DUPLICATION.

THE EPA PROVIDED FUNDS OF $35,000 IN THE 1999/2000

ﬁNANCIAL YEAR, WITH A FURTHER $25,000 AVAILABLE IN THE

2000/2001 ﬁNANCIAL YEAR.

THE PROJECT OBJECTIVES WERE TO:

■ TRIAL THE DEVELOPMENT ON-SITE DOMESTIC WASTEWATER

MANAGEMENT PLANS IN 4-5 COUNCILS

■ DEVELOP A MODEL PLAN FROM THIS TRIAL PROCESS SUITABLE

FOR ADOPTION BY OTHER COUNCILS

■ ASSESS THE COSTS, IMPACTS AND BARRIERS TO

COUNCILS DEVELOPING ON SITE DOMESTIC WASTEWATER

MANAGEMENT PLANS

THE MAV ACTED AS THE PROJECT MANAGER FOR THIS PROJECT AND

UNDERTOOK OVERALL PROJECT COORDINATION, FUNDS MANAGEMENT

AND ACQUITTAL, PLUS PROVIDED FORMAL REPORTS TO EPA. THE MAV:

**(A)** COORDINATED AND CONVENED A PROJECT STEERING COMMITTEE.

**(B)** ESTABLISHED TIMELINES FOR PROJECT.

**(C)** MANAGED FUNDS AVAILABLE TO THE PROJECT INCLUDING:

FIVE COUNCILS (PYRENEES SHIRE; CITY OF BALLARAT;

MORNINGTON PENINSULA SHIRE; CITY OF GREATER GEELONG;

AND CITY OF MANNINGHAM) PARTICIPATED IN THE TRIAL

DEVELOPMENT STAGE. COUNCILS WERE INVITED TO PARTNER IN

THE TRIAL ON THE FOLLOWING BASIS:

■ THEY WERE LOCATED IN ONE OF THE PRIORITY AREAS, AND

HAVE A RECOGNISED PROBLEM WITH DOMESTIC WASTEWATER

MANAGEMENT IN THEIR MUNICIPALITY

■ THEY HAVE A COMMITMENT TO IMPROVING THE

MANAGEMENT OF DOMESTIC WASTEWATER

■ THEY ARE CURRENTLY DEVELOPING A STORMWATER

MANAGEMENT PLAN

■ THEY ARE ABLE TO COMMIT MATCHING FUNDS TO THE PROJECT

■ THEY ARE HAPPY TO SIGN A PROJECT AGREEMENT FOR FUNDS

ACQUITTAL AGAINST AGREED OUTPUTS

A MODEL PLANNING FRAMEWORK WAS DEVELOPED FOR THE TRIAL

COUNCILS IN SUPPORTING THE DEVELOPMENT OF THEIR INDIVIDUAL

PLANS (APPENDIX 1) AND REGULAR PROJECT MEETINGS WITH

TRIAL COUNCILS WERE CONDUCTED TO DISCUSS PROGRESS AND

DEVELOPMENT ISSUES. THESE MEETING WERE ALSO USED TO

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DISBURSEMENT OF FUNDS TO PARTNER COUNCILS TO

ASSIST IN DEVELOPMENT OF PLANS.

PROVIDE SPECIALISED INFORMATION AND EXPERTISE TO SUPPORT

THE PLANNING PROCESSES.

■ EMPLOYMENT OF A CONSULTANT WHERE NECESSARY

**(D)** DELIVERED THE KEY PROJECT TASKS:

THE DEVELOPMENT OF THE MODEL PLAN CONTAINED WITHIN

THIS DOCUMENT AND THE SEPARATE ISSUES PAPER ARE BASED

UPON THE EXPERIENCE OF THESE COUNCILS IN DEVELOPING THEIR

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COORDINATED TRIAL COUNCILS

DOMESTIC WASTEWATER MANAGEMENT PLANS.

MODEL MUNICIPAL **DOMESTIC WASTEWATER MANAGEMENT PLAN**

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