



Victoria Government Gazette

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No. G 51 Thursday 20 December 2018

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GENERAL

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As from 20 December 2018

The last Special Gazette was No. 571 dated 19 December 2018.

The last Periodical Gazette was No. 1 dated 16 May 2018.

How To Submit Copy

- See our webpage www.gazette.vic.gov.au
 - or contact our office on 8523 4601
between 8.30 am and 5.30 pm Monday to Friday
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**GENERAL GAZETTE G52/18
THURSDAY 27 DECEMBER 2018**

Please Note:

The final Victoria Government Gazette (General) for 2018 (G52/18) will be published on **Thursday 27 December 2018**.

Copy deadlines:

Private Advertisements **9.30 am on Wednesday 19 December 2018**

Government and Outer

Budget Sector Agencies Notices **9.30 am on Wednesday 19 December 2018**

Office Hours:

The Victoria Government Gazette Office is open during normal office hours over the holiday period, i.e. 8.30 am to 5.30 pm Monday to Friday, excluding public holidays.

Where urgent gazettal is required after hours, arrangements should be made with the Government Gazette Officer on 0419 327 321.

JENNY NOAKES
Government Gazette Officer

**FIRST GENERAL GAZETTE FOR 2019
THURSDAY 3 JANUARY 2019**

Please Note:

The first Victoria Government Gazette (General) for 2019 (G1/19) will be published on **Thursday 3 January 2019**.

Copy deadlines:

Private Advertisements **9.30 am on Friday 28 December 2018**

Government and Outer

Budget Sector Agencies Notices **9.30 am on Monday 31 December 2018**

Office Hours:

The Victoria Government Gazette Office is open during normal office hours over the holiday period, i.e. 8.30 am to 5.30 pm Monday to Friday, excluding public holidays.

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JENNY NOAKES
Government Gazette Officer

PRIVATE ADVERTISEMENTS
Aerodrome Landing Fees Act 2003

Moorabbin Airport Corporation Pty Ltd gives notice that, under the **Aerodrome Landing Fees Act 2003**, the following fees have been fixed and operate at Moorabbin Airport from 1 January 2019.

The below fees apply to the use of airside infrastructure and open air parking facilities at Moorabbin Airport. Additional charges may apply for aircraft engaged in Regular Public Transport operations that are using MAC Terminal facilities. The charging unit is 1,000 kg MTOW of the aircraft and includes GST unless otherwise stated.

The charge is:

Per Calendar Year	\$2,840.00
Per Calendar 6 Months ...	\$2,190.00
Per Month	\$440.00
Per Day	\$30.00 (aircraft under 7,000 kg MTOW)
Per Day	\$40.00 (aircraft over 7,000 kg MTOW)
Per Day	\$110.00 per landing (balloons) MTOW calculations do not apply to balloons
Per Day	\$530.00 (non VH-registered sport and recreational aircraft).

The additional Reserved Parking Charge for exclusive use of a position are:

\$160.00 per month (incl. GST) for hard stand, and is in addition to the Airport Access Charge.

\$105.00 per month (incl. GST) for all weather grass areas, and is in addition to the Airport Access Charge.

\$65.00 per month (incl. GST) for non all weather grass areas, and is in addition to the Airport Access Charge.

Moorabbin Airport Conditions of Use – Airport Access Charges 2019 contains full details along with additional charges and available discounts for certain categories of aircraft. This document can be obtained from Moorabbin Airport Corporation Pty Ltd, 66 Bundora Parade, Mentone, Victoria 3194, or www.moorabbinairport.com.au

Forza Capital Pty Limited ACN 141 853 045, as trustee of the Forza 9–15 David Street Fund, of Level 20, 114 William Street, Melbourne, Victoria 3000, hereby calls for creditors and others having claims in respect of the Forza 9–15 David Street Fund, which is to be wound up. Claims in respect of the Forza 9–15 David Street Fund are required to be submitted to the trustee, Forza Capital Pty Limited ACN 141 853 045, of Level 20, 114 William Street, Melbourne, Victoria 3000, by no later than 20 March 2019, after which date the trustee may convey or distribute the assets, having regard only to the claims of which it then has notice.

Dated 20 December 2018

FORZA CAPITAL PTY LIMITED
ACN 141 853 045, trustee.

DISSOLUTION OF PARTNERSHIP

The partnership Bareseed between Anna Loughnane and Monique Henry is dissolved as of 2 December 2018.

Partnership Act 1958

NOTICE OF DISSOLUTION OF PARTNERSHIP

Take notice that as from 30 September 2018 the partnership of Kelly Anne Fellowes and Mary Carmen Tonna and Jeffrey Tonna, who traded as ‘Tonna Ducted Heating Services Pty Ltd (ACN 064 366 525) trading as JTMAXIFLOW’ was dissolved.

Kelly Anne Fellowes has retired from the partnership.

Mary Carmen Tonna has also retired from the partnership.

Jeffrey Tonna will continue to operate the business under the name of ‘Tonna Ducted Heating Services Pty Ltd (ACN 064 366 525) trading as JTMAXIFLOW’ and shall be responsible for all the debts and liabilities thereof.

Dated 26 October 2018

KELLY ANNE FELLOWES
MARY CARMEN TONNA
JEFFREY TONNA

NOTICE OF DISSOLUTION OF PARTNERSHIP

Notice is hereby given that the partnership conducted between John Baren Kloppenburg and Harry Kloppenburg was dissolved on 13 September 2018. From that date the business will be conducted by John Baren Kloppenburg in his sole name.

AUGHTERSONS LAWYERS PTY LTD,
267 Maroondah Highway, Ringwood 3134.

Re: ANTHONY JOHN STADDON, late of GlenLyn Aged Care Facility, 34 Finchley Avenue, Glenroy, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 11 January 2018, are required by the trustee, Equity Trustees Wealth Services Limited, ACN 004 031 298, of Level 1, 575 Bourke Street, Melbourne, Victoria, to send particulars to them, care of the undersigned solicitors, by 20 February 2019, after which date the trustee may convey or distribute the assets, having regard only to the claims of which the trustee then has notice.

AITKEN PARTNERS PTY LTD, solicitors,
Level 28, 140 William Street, Melbourne 3000.

MARGARET MARY HAMPTON, late of 58 St Andrews Drive, Chirnside Park, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 26 July 2018, are required by the personal representative, Andrew Godfrey Hampton, to send particulars to him, care of the undermentioned solicitors, by 7 March 2019, after which date the personal representative may convey or distribute the assets, having regard only to the claims of which he then has notice.

AUGHTERSONS,
267 Maroondah Highway, Ringwood 3134.

VALMA JEAN ROYTHORNE, late of 770 Canterbury Road, Vermont, Victoria 3133.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 18 June 2018, are required by the personal representatives, Glen Andrew Egerton and Peter Charles Milford, to send particulars to

them, care of the undermentioned solicitors, by 20 February 2019, after which date the personal representatives may convey or distribute the assets, having regard only to the claims of which the personal representatives have notice.

AUGHTERSONS,
267 Maroondah Highway, Ringwood 3134.

THOMAS BERNARD WICKHAM, late of Clarendon Grange Aged Care, 40 Stud Road, Bayswater, Victoria, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 28 July 2018, are required by Australian Unity Trustees Limited, ACN 162 061 556, of 14/114 Albert Road, South Melbourne, Victoria, having been authorised by the administrator, John Richard Wickham, one of the first cousins of the deceased, to send particulars to it by 21 February 2019, after which date it may convey or distribute the assets, having regard only to the claims of which it then has notice.

AUSTRALIAN UNITY TRUSTEES
LEGAL SERVICES,
8/90 Collins Street, Melbourne, Victoria 3000.

Re: The estate of PATRICIA ETHEL DIGBY, late of Cheltenham Manor, 12/10–12 Bendigo Street, Cheltenham, Victoria.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on the 2 June 2018, are required by the executors, Anne Patricia Butler and Sue-Ellen Dunkley, to send particulars to them, care of the undersigned solicitors, by a date not later than two months from the date of publication hereof, after which date the trustees may convey or distribute the assets, having regard only to the claims of which the trustees then have notice.

BEAUMARIS LAW, legal practitioners,
6/1 North Concourse, Beaumaris 3193.

Re: MARY THERESE CASH, late of 7 Courbrant Court, Mont Albert North, Victoria 3129.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 10 July 2018, are required by the executors, Damien Michael Cash and Genevieve

Mary Muir-Smith, to send particulars of their claim to them, care of the undermentioned solicitors, by 20 February 2019, after which date the executor may convey or distribute the assets, having regard only to the claims of which they may then have notice.

DANIEL LAWYERS & ASSOCIATES,
Level 5, 12 Clarke Street, Sunshine 3020.

Re: SONJA DOMENICA KORCE, late of Chestnut Gardens Aged Care, 2a Chestnut Road, Doveton, Victoria, home duties, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 28 July 2018, are required by the trustee, Susan Frances Korce, to send particulars to the trustee, care of the undermentioned solicitors, within 60 days from the publication hereof, after which date the trustee may convey or distribute the assets, having regard only to the claims of which the trustee has notice.

DE MARCO LAWYERS,
794A Pascoe Vale Road, Glenroy 3046.

Re: MARY O'CONNOR, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of MARY O'CONNOR, late of 11 Allard Court, Keilor Downs, Victoria, retired, deceased, who died on 27 June 2018, are required by the executors to send particulars of their claim to them, care of the undermentioned solicitors, by 12 March 2019, after which date the said executors will distribute the assets of the deceased, having regard only to the claims of which they then shall have notice.

DONALD & RYAN LAWYERS, solicitors,
304 High Street, Kew 3101.

RHONDA ETHEL EMMERSON, late of 7 Fehring Lane, Echuca, Victoria, farm director, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 12 January 2018, are required by the trustees, Equity Trustees Wealth Services Limited, ACN 006 132 332, and Murray Robert Emmerson, care of the address below, to send particulars to the trustees by 20 February 2019,

after which date the trustees may convey or distribute the assets, having regard only to the claims of which the trustees then have notice.

EQUITY TRUSTEES WEALTH
SERVICES LIMITED,
18 View Street, Bendigo, Victoria 3550.

Re: NADIA SHACKLETON, late of 2 Nicol Avenue, Burnside, Victoria, pensioner, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 22 August 2018, are required by Renato Siketa, the executor of the abovenamed deceased, to send particulars of their claims to him, care of the undermentioned solicitors, by 15 May 2019, after which date he will convey or distribute the assets, having regard only to the claims of which he then has notice.

FRANK J. SAGARIA & ASSOCIATES,
solicitors,
176 Union Road, Ascot Vale, Victoria 3032.

Re: LUCY MARGARET SELMES
McCAUL, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 28 May 2018, are required by the personal representative, Liam Kevin McCaul, to send particulars to the personal representative, care of its below lawyers, by 18 February 2019, after which date the personal representative may convey or distribute the assets, having regard only to the claims of which it has notice.

HALL & WILCOX LAWYERS,
Level 11, Rialto South Tower, 525 Collins Street,
Melbourne 3000.

Trustee Act 1958

SECTION 33 NOTICE

Notice to Claimants

MARIE PHILOMENA BRAET, late of Unit 4, 14 Dene Avenue, Malvern East, Victoria 3145, retired administrator, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 7 March 2018, are required by Simone Terese Adams and John Irwin Logan, care of Hartwell Legal of 8/1 Milton Parade, Malvern, Victoria 3144, the administrators of

the estate of the deceased, to send particulars of their claims by 18 February 2019, after which date the administrators may convey or distribute the assets, having regard only to the claims of which they then have notice.

HARTWELL LEGAL,
8/1 Milton Parade, Malvern, Victoria 3144.

Estate of MARION McBEATH HARPER.

Creditors, next-of-kin and others having claims against the estate of MARION McBEATH HARPER, late of Unit 7, 512 Toorak Road, Toorak, Victoria, home duties, who died on 23 September 2018, are requested to send particulars of their claims to the executor, care of the undermentioned solicitors, by Wednesday 20 February 2019, after which date he will distribute the assets, having regard only to the claims of which he then has notice.

HICKS OAKLEY CHESSELL WILLIAMS,
PO Box 16067, Collins Street West,
Victoria 8007.

JENNIFER EUNICE DALTON, late of 6 Bay Street, Golden Square, Victoria, home duties, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the abovenamed deceased, who died on 13 September 2017, are required by John Ernest Dalton, the executor of the Will of the deceased, to send particulars of their claims to him, care of the undermentioned address, by 22 February 2019, after which date the executor may convey or distribute the assets, having regard only to the claims of which he then has notice.

J. A. MIDDLEMIS, barrister and solicitor,
30 Myers Street, Bendigo, Victoria 3550.

Re: Estate of ELEANOR DOROTHY
PICKERING, deceased.

Creditors, next-of-kin or others having claims in respect of the estate of ELEANOR DOROTHY PICKERING, late of Respect Aged Care, 2-14 Boree Drive, Swan Hill, in the State of Victoria, retired, deceased, who died on 25 October 2018, are to send particulars of their claim to the executors, care of the undermentioned legal practitioners, by

20 February 2019, after which the executors will distribute the assets, having regard only to the claims of which they then have notice.

JOLIMAN LAWYERS,
Beveridge Dome, 194–208 Beveridge Street,
Swan Hill 3585.

KHANA BRODSKY-PEVZNER, also known as Hannah Brodsky-Pevzner, late of 4–8 Freeman Street, Caulfield South, Victoria 3162, lecturer, deceased.

Creditors, next-of-kin and all others having claims in respect of the estate of the deceased, who died 8 July 2018, are required by the executors, Mark Brodsky and Kim Jaffa, to send particulars of such claims to the executors, care of the undermentioned solicitors, within 60 days from the publication hereof, after which date the executors will distribute the assets, having regard only to the claims of which the executors have notice.

KCL LAW,
Level 4, 555 Lonsdale Street, Melbourne 3000.

Creditors, next-of-kin and others having claims in respect of the estate of FADEL MARCOS MICHAELS, late of 59 Cruise Road, Tatura, Victoria 3616, food safety auditor, deceased, who died on 28 December 2017, are required by the executors of the estate, Paul Jeffrey Michaels and Craig Robert Michaels, care of Karolidis & Co., lawyers, 3/785 Pascoe Vale Road, Glenroy, Victoria, to send particulars of such claims by 14 February 2019, after which date the executors may convey or distribute the assets and the estate, having regard only to the claims of which they then have notice. Probate was granted in Victoria on 23 October 2018.

Dated 11 December 2018

KAROLIDIS & CO.,
PO Box 526, Glenroy, Victoria 3046.
Ph: (03) 9942 7790.

Re: Estate of REBA JOAN JENKINS, late of 8 Monomeith Crescent, Mount Waverley, Victoria, home duties, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the abovenamed deceased, who died on 22 August 2018, are

required by the executor, Darren James Kerr, to send particulars of their claims to the executor, care of the undermentioned legal practitioners, by 19 February 2019, after which date the executor may convey or distribute the assets, having regard only to the claims of which he has notice.

LOBB & KERR LAWYERS,
Level 1, 262 Stephensons Road, Mount Waverley,
Victoria 3149.

Re: LANCE ANTHONY WESTERMAN, late of Cabin 164, 131 Nepean Highway, Dromana, Victoria, graphic designer, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 13 May 2018, are required by the trustee, Sandra Gay Wallace, to send particulars to her, care of the undersigned solicitors, by a date not later than 60 days from the date of publication hereof, after which date the trustee may convey or distribute the assets, having regard only to the claims of which the trustee then has notice.

MACKINNON JACOBS LAWYERS,
151 Boronia Road, Boronia 3155.

TERRY SIMPSON, late of 1148 Sandy Creek Road, Rostron, Victoria 3477, wool grower, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the abovenamed deceased, who died on 3 April 2018, are required by the executor, Gregory Alexander Simpson, care of the undermentioned solicitor, to send particulars of their claims to him by 19 March 2019, after which date the executor may convey or distribute the assets, having regard only to the claims of which he then has notice.

MCL LEGAL,
78 Napier Street, St Arnaud, Victoria 3478.

MARJORIE MAY SNOW, late of 14 Edwards Street, St Arnaud, Victoria 3478, home duties, deceased.

Creditors, next-of-kin and others having claims in respect of the Will of the abovenamed deceased, who died on 15 June 2018, are required by the executors, Margaret Susanne

Matthews and Michael James Snow, care of the undermentioned solicitor, to send particulars of their claims to them by 15 May 2019, after which date the executors may convey or distribute the assets, having regard only to the claims of which they then have notice.

MCL LEGAL,
78 Napier Street, St Arnaud, Victoria 3478.

Re: WINIFRED ADA ELIZABETH HUNT, late of 143 Springfield Road, Blackburn, Victoria, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 2 October 2018, are required by the trustee, Sandra Elizabeth Hunt, to send particulars to the trustee, care of the undermentioned solicitors, by 22 February 2019, after which date the trustee may convey or distribute the assets, having regard only to the claims of which the trustee then has notice.

MAHONS with Yuncken & Yuncken, solicitors, Level 1, 177 Surrey Road, Blackburn 3130.
CD:HP:2181855.

PETER JOHN VERO, late of 2 Boland Street, Richmond, Victoria 3121, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 25 July 2018, are required by the trustees/executors, Barbara Susan Vero and Matthew Simon Vero, to send particulars to them, care of the undermentioned lawyers, by 21 February 2019, after which date the trustees may convey or distribute the assets, having regard only to the claims of which they then have notice.

OAKLEY THOMPSON & CO., lawyers,
Level 18, 350 Queen Street, Melbourne
Victoria 3000.

Re: LJUBICA TASEVSKI, also known as Ljubica Tasevska, deceased, late of 71 Whitby Street, Brunswick West, Victoria, home duties.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 23 October 2016, are required by the trustee, Liljana Tasevska, to send particulars to her, care of the undermentioned solicitors,

by 28 February 2019, after which date she may convey or distribute the assets, having regard only to the claims of which she then had notice.
PEARCE WEBSTER DUGDALES, lawyers,
4th Floor, 379 Collins Street, Melbourne 3000.

ELIZABETH KATHRYN CARREL, late of Napier Aged Care, 179 Napier Street, South Melbourne, Victoria, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 25 May 2018, are required by Perpetual Trustee Company Limited, ACN 000 001 007, of Level 29, 525 Collins Street, Melbourne, Victoria, the executor, to send particulars to it by 8 March 2019, after which date it may convey or distribute the assets, having regard only to the claims of which it then has notice.

PERPETUAL LEGAL SERVICES PTY LTD,
Level 29, 525 Collins Street, Melbourne,
Victoria 3000.

GEOFFREY NORMAN HARRIS, late of Unit 3, 126 Walsh Street, South Yarra, Victoria, company director, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 17 March 2018, are required by Perpetual Trustee Company Limited, ACN 000 001 007, of 29/525 Collins Street, Melbourne, Victoria, and Helen Margaret Harris, care of Perpetual, 29/525 Collins Street, Melbourne, Victoria, the executors, to send particulars to it by 27 February 2019, after which date it may convey or distribute the assets, having regard only to the claims of which it then has notice.

PERPETUAL LEGAL SERVICES PTY LTD,
29/525 Collins Street, Melbourne,
Victoria 3000.

Creditors, next-of-kin and others having claims in respect of the estate of JADWIGA KOWALSKI, deceased, late of 57 Laura Street, Brunswick, Victoria, pensioner, deceased, who died on 7 May 2015, are required to send particulars of such claims to the executor, care of the undermentioned solicitors, by 15 February 2019, after which date the executor will convey or distribute the assets, having regard only to the claims of which the executor then has notice.

PIETRZAK SOLICITORS,
832 High Street, Kew East, Victoria 3102.

Creditors, next-of-kin and others having claims in respect to the estate of IRENA ZALUSKA, deceased, late of 3/15 Warrigal Road, Hughesdale, Victoria, pensioner, deceased, who died on 6 December 2015, are required to send particulars of such claims to the administrator, care of the undermentioned solicitors, by 28 February 2019, after which date the administrator will convey or distribute the assets, having regard only to the claims of which the administrator then has notice.

PIETRZAK SOLICITORS,
832 High Street, Kew East, Victoria 3102.

Creditors, next-of-kin or others having claims in respect of the estate of DOMENICA CARBONE deceased, late of Embracia Aged Care, 76–86 North Road, Avondale Heights, Victoria, who died on 29 October 2018, to send particulars of their claims to the executor, care of the undermentioned solicitors, by 21 February 2019, after which date the executor will distribute the assets, having regard only to the claims of which the executor then has notice.

RIGBY COOKE,
Level 11, 360 Elizabeth Street, Melbourne,
Victoria 3000.

MARGARET MARY BARTON, late of Unit 11, 44 Bentons Road, Mount Martha, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 16 August 2017, are required by the executor to send particulars to him, care of the undermentioned solicitors, by 25 February 2019, after which date the executor may convey or distribute the assets, having regard only to the claims of which he then has notice.

STIDSTON WARREN LAWYERS,
Suite 1, 10 Blamey Place, Mornington 3931.

ELIZABETH MARY DARLING, late of Benetas – Corowa Court, 752 Esplanade, Mornington, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 22 August 2018, are required by the executors, Grant Harris Darling, Neil John Darling and Glynis Jane Darling, to send

particulars to them, care of the undermentioned solicitors, by 25 February 2019, after which date the executors may convey or distribute the assets, having regard only to the claims of which they then have notice.

STIDSTON WARREN LAWYERS,
Suite 1, 10 Blamey Place, Mornington 3931.

JOAN CARMEL McDONALD, late of 18 Montclair Avenue, Brighton, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the abovenamed deceased, who died on 23 August 2018, are required to send particulars of their claims to the executors, Donald Gerard McDonald, Christopher John McDonald and Anne Deborah Reid, care of the undermentioned solicitors, within 60 days from the date of publication of this notice, after which date the said executors will distribute the assets, having regard only to the claims of which they then have notice.

T. J. MULVANY & CO., lawyers,
Suite 5.01, Level 5, 45 William Street,
Melbourne 3000.

Re: JAMES DUNCAN GUTHRIE, late of 390 Main Road, Lower Plenty 3093.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died 30 September 2018, are required by the executors, Andrew James Guthrie and Robyn Maxine Gaiser, to send particulars of their claim to them, care of the undermentioned solicitors, by 20 February 2019, after which date the said executors may convey or distribute the assets, having regard only to the claims of which they then have notice.

TUCKER PARTNERS,
Level 34, 360 Collins Street, Melbourne 3000.

DR MICHAEL HILARY HAMPTON, late of 21 Hoddle Way, Altona Meadows, Victoria 3028, doctor, deceased.

Creditors, next-of-kin and others having claims in respect of the Will/estate of the abovenamed deceased, who died on 6 May 2018, are required by the executor, Lan Phuong Vuong, care of 43 Ferguson Street, Williamstown,

Victoria 3016, to send particulars of their claims to her by 20 February 2019, after which date the executor may convey or distribute the assets and distribute the estate, having regard only to the claims of which she then has notice. Probate was granted in Victoria on 11 September 2018.

Dated 13 December 2018

WILCKENS ROCHE LAWYERS,
43 Ferguson Street, Williamstown, Victoria 3016.
PO Box 18, Williamstown, Victoria 3016.
DX 16101 Williamstown.
Ph: (03) 8383 5999, Fax: (03) 8383 5900.
LK:ALS:170635. Contact: Laszlo Kohegyi.

Re: RUSSELL JOHN DENMAN, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 9 December 2017, are required by the executor to send particulars to the executor, care of their below lawyers, by 15 March 2019, after which date the executor may convey or distribute the assets, having regard only to the claims of which he has notice.

WILLS & WEALTH PTY LTD,
19 Carpenter Street, Brighton, Victoria 3186.

**GOVERNMENT AND OUTER BUDGET
SECTOR AGENCIES NOTICES**

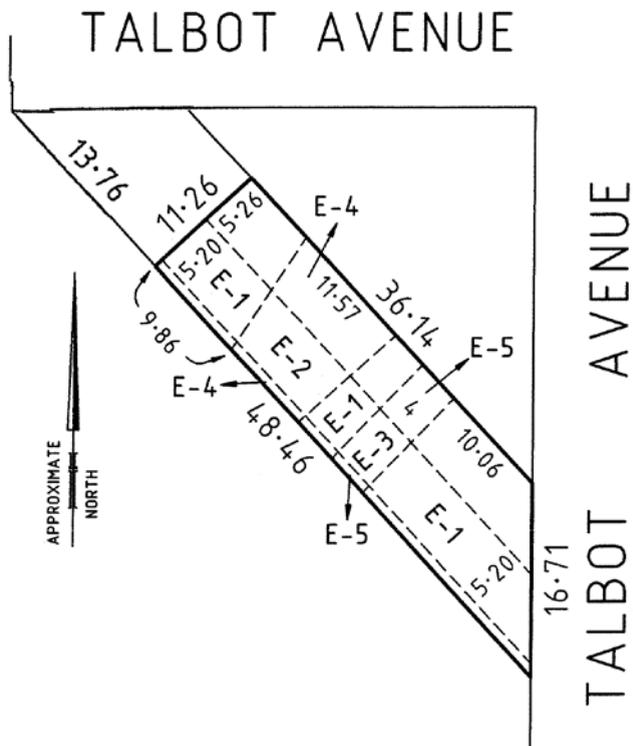
BOROONDARA CITY COUNCIL

Road Discontinuance

Pursuant to section 206 and Schedule 10, Clause 3 of the **Local Government Act 1989**, the Boroondara City Council has resolved to discontinue the section of Talbot Avenue, Balwyn, adjacent to the Evergreen Centre, 41 to 43 Talbot Avenue, Balwyn, shown delineated by the heavy black lines on the plan below.

The land from the road is to be retained by Council subject to the following easements being saved over the land shown as:

- E-1, E-2 and E-3 – Multinet Gas Pty Ltd
- E-2 and E-4 – Melbourne Water
- E-3 and E-5 – Yarra Valley Water



PHILLIP STORER
Chief Executive Officer



ROAD DISCONTINUANCE

Municipal District of the Ballarat City Council
BALLARAT – The road in the Township of Ballarat North being Crown Allotment 2009 as shown on Original Plan No. OP124175 lodged in the Central Plan Office of the Department of Environment, Land, Water and Planning. – (0505-0006)



Ararat Rural City

NOTICE OF PROPOSED AMENDMENT TO
GENERAL LOCAL LAW 2012

Pursuant to section 119 and 223 of the **Local Government Act 1989** (the Act) Council proposes to amend its General Local Law 2012 by making an amendment to the Local Law pursuant to Part 5 of the Act.

The purpose and general purport of the proposed amendment to the Local Law is to address the conflict between the proposed permit system and existing local law as it pertains to Green Hill Lake, but also to be flexible enough to accommodate similar activities currently undertaken at other Ararat Rural City Council assets.

A copy of the Proposed Amendment to General Local Law 2012 may be inspected at the Municipal Offices, 59 Vincent Street, Ararat, or viewed on Council's website, www.ararat.vic.gov.au

Any person may make a written submission on the proposed amendment to the General Local Law to Council. All submissions received on or before Friday 1 February 2019 will be considered by Council in accordance with section 223 of the **Local Government Act 1989**.

If a person wishes to be heard in support of their submission they must include the request to be heard in the written submission and this will entitle them to appear in person, or by a person acting on their behalf at the Council Meeting scheduled on Tuesday 19 February 2019 commencing at 6.00 pm.

Written submissions should be marked for the attention of the Chief Executive Officer and can either be lodged at Council's Municipal Office, 59 Vincent Street, Ararat, or mailed to Council at PO Box 246, Ararat 3377.

Submissions are not confidential and will be incorporated in full into the agenda and minutes of the Council Meeting at which they are considered.

DR TIM HARRISON
 Chief Executive Officer



ROAD MANAGEMENT PLAN

In accordance with section 55 of the **Road Management Act 2004**, notice is hereby given that Cardinia Shire Council ('Council') at its General Meeting on 10 December 2018:

1. revoked the Road Management Plan which it made on 17 August 2009; and
2. made a new Road Management Plan ('RMP').

Copies of:

- a) the new RMP; and
 - b) the Code of Practice, any incorporated document or any amendment to an incorporated document, as the case may be
- may be inspected at Council's Civic Centre at 20 Siding Avenue, Officer, or on Council's website at www.cardinia.vic.gov.au

CAROL JEFFS
 Chief Executive Officer

PROPOSED AMENDMENT TO
MOYNE SHIRE COUNCIL
GENERAL LOCAL LAW NO. 1-2015

Notice is hereby given pursuant to sections 119 and 223 of the **Local Government Act 1989** ('the Act') that Moyne Shire Council proposes to amend the Moyne Shire General Local Law No. 1-2015 ('Local Law') by making an amending Local Law pursuant to Part 5 of the Act to be known as Moyne Shire Council General (Amendment) Local Law No. 3-2019 ('proposed Local Law').

The purpose of the proposed Local Law is to amend the Local Law by:

- revising the Dog Restriction Areas in the map of Port Fairy in Schedule 6 of the Local Law (as referred to in Clause 41.3 of the Local Law), such that the dog restrictions applying to South Beach between Powling Street and the South Beach access steps, and East Beach between Connolly Street and Battery Lane would commence on 24 December rather than 1 December each year; and
- including a requirement that dogs must be on-lead within 50 metres of any identified hooded plover nesting site located between Connelly Street and Anna Catherine Drive, Port Fairy.

The effect of the amendment will be to delay the commencement of the period when dog restrictions apply to beaches in Port Fairy to more closely align the restriction period with the period of increased visitation and to reduce the impact on shore nesting birds, in particular, hooded plovers.

Copies of the proposed Local Law may be obtained from the Moyne Shire offices (Princes Street, Port Fairy, or 1 Jamieson Street, Mortlake, 8.45 am–4.45 pm weekdays and on Council's website at www.moyne.vic.gov.au/local-laws.

Any person affected by the proposed amendment may make a written submission relating to the proposed amendment under section 223 of the Act. Written submissions must be received by 10 am on 4 February 2019, addressed to Mr Bill Millard, CEO, Moyne Shire Council, PO Box 51, Port Fairy 3284.

If a person wishes to be heard in support of their submission they must include a request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission. This will entitle them, or the person acting on their behalf, to appear before a meeting of Council, prior to Council considering the proposed amendment.

For more information on the proposed amendment to the Local Law, contact Robert Gibson, Manager Environment and Regulatory Services on 1300 656 564.

Please note: Council is required to maintain a public register of submissions made under section 223 of the Act. Submissions may be viewed by other members of the public for a period of 12 months after the submission period closes. Details of submissions may also be included within official Council Meeting Agendas and Minutes which remain permanent public documents.

Planning and Environment Act 1987 YARRA RANGES PLANNING SCHEME

Notice of the Preparation of an
Amendment to a Planning Scheme and
Notice of an Application for a Planning Permit
Given Under Section 96C of the
Planning and Environment Act 1987
Amendment C176

Planning Permit Application YR2018/358

The Yarra Ranges Shire Council has prepared concurrent Amendment C176 to the Yarra Ranges Planning Scheme and Planning permit application YR-2018/358.

The land affected by the Amendment is Lot 3 LP403716, Holloway Road, Wonga Park.

The Amendment proposes to rezone the site to a combination of Neighbourhood Residential Zone (NRZ) and Urban Floodway Zone, and apply a Significant Landscape overlay to the part of the site being rezoned to NRZ.

The planning permit application is for residential subdivision of 48 lots, removal of vegetation and works associated with the construction of a wetland and sediment pond.

You may inspect the Amendment, any documents that support the Amendment and the explanatory report about the Amendment, free of charge, from 20 December 2018 at the following locations: during office hours, at the office of the planning authority, Yarra Ranges Council, 15 Anderson Street, Lilydale; at Council's website, www.yarraranges.vic.gov.au/C176; and at the Department of Environment, Land, Water and Planning website, www.delwp.vic.gov.au/public-inspection

Any person who may be affected by the Amendment may make a submission to the planning authority about the Amendment. Submissions must be made in writing giving the submitter's name and contact address, clearly stating the grounds on which the Amendment is supported or opposed and indicating what changes (if any) the submitter wishes to make.

Name and contact details of submitters are required for Council to consider submissions and to notify such persons of the opportunity to attend Council meetings and any public hearing held to consider submissions. The closing date for submissions is 8 February 2019.

Submissions can be submitted online, www.yarraranges.vic.gov.au/C176 or sent to Strategic Planning, Yarra Ranges Council, PO Box 105, Lilydale 3140 (please quote C176).

The planning authority must make a copy of every submission available at its office for any person to inspect, free of charge, for two months after the Amendment comes into operation or lapses.

DAMIAN CLOSS
Manager Development Services

Creditors, next-of-kin and others having claims against the estate of any of the undermentioned deceased persons are required to send particulars of their claims to State Trustees Limited, ABN 68 064 593 148, of 1 McNab Avenue, Footscray, Victoria 3011, the personal representative, on or before 20 February 2019, after which date State Trustees Limited may convey or distribute the assets, having regard only to the claims of which State Trustees Limited then has notice.

GEORGE, Desmond James, late of Sacred Heart Mission Hostel, 101 Grey Street, St Kilda, Victoria 3182, pensioner, deceased, who died on 28 July 2018.

PARNWELL, Helena Grace, late of Illoura Aged Care, 32 College Street, Wangaratta, Victoria 3677, deceased, who died on 8 January 2018.

REED, Elizabeth Myrtle, late of 154 Spensley Street, Clifton Hill, Victoria 3068, clerk, deceased, who died on 15 November 2018.

ROGAN, Jackie, late of Unit 9, 18 Reservoir Road, Frankston, Victoria 3199, deceased, who died on 17 September 2018.

WEINBERG, Sherylanne, late of Community Accom Elwood, 87 Mitford Street, Elwood, Victoria 3184, deceased, who died on 18 August 2018.

Dated 12 December 2018

Creditors, next-of-kin and others having claims against the estate of any of the undermentioned deceased persons are required to send particulars of their claims to State Trustees Limited, ABN 68 064 593 148, of 1 McNab Avenue, Footscray, Victoria 3011, the personal representative, on or before 21 February 2018, after which date State Trustees Limited may convey or distribute the assets, having regard only to the claims of which State Trustees Limited then has notice.

DOUGLASS, Leslie John, late of Chelsea Lodge Hostel, 8 Gosney Street, Winchelsea, Victoria 3241, pensioner, deceased, who died on 11 October 2018.

GOOCH, Ian Douglas, late of Unit 10, 18 Shaftesbury Street, Essendon, Victoria 3040, deceased, who died on 7 November 2018.

HEERDE, Rainer, late of Unit 1, 13 Doherty Street, Deer Park, Victoria 3023, miscellaneous, deceased, who died on 17 June 2018.

JENKINS, Frank Myles, late of Doutta Galla, 120 North Road, Avondale Heights, Victoria 3034, deceased, who died on 8 September 2018.

MOTT, Edith Veronica, late of Highwood Court, 359 Warrigul Road, Burwood, Victoria 3125, deceased, who died on 25 November 2017.

PEARSON, Colleen Ann, late of Westgate Private Nursing Home, 4 William Street, Newport, Victoria 3015, deceased, who died on 16 August 2017.

WALL, Kimberley Rose, late of 17 Lauriston Place, Wallan, Victoria 3756, deceased, who died on 11 August 2018.

Dated 13 December 2018

Creditors, next-of-kin and others having claims against the estate of any of the undermentioned deceased persons are required to send particulars of their claims to State Trustees Limited, ABN 68 064 593 148, of 1 McNab Avenue, Footscray, Victoria 3011, the personal representative, on or before 25 February 2019, after which date State Trustees Limited may convey or distribute the assets, having regard only to the claims of which State Trustees Limited then has notice.

HAWKINS, Kenneth Bryan, late of Unit 6, 60 Nolan Street, Maryborough, Victoria 3465, deceased, who died on 24 September 2018.

HEATH, Karen, late of Unit 1, 13 Chaley Street, Reservoir, Victoria 3073, deceased, who died on 2 November 2018.

MIHALIC, Ljubomir, late of Unit 25, 63 Hammer Street, Williamstown, Victoria 3016, deceased, who died on 18 October 2018.

TYACKE, Allen Martin, late of Unit 3, 39 St Leonards Road, Healesville, Victoria 3777, deceased, who died on 29 September 2018.

VAN DELFT, Christina Johanna, late of Walmsley Village, 16 Greeves Drive, Kilsyth, Victoria 3137, retired, deceased, who died on 23 September 2018.

WEBBER, Charles William, late of Sherbrooke Private Nursing Home, 14–18 Tarana Avenue, Upper Ferntree Gully, Victoria 3156, retired, deceased, who died on 26 August 2018.

Dated 17 December 2018

DRUGS, POISONS AND CONTROLLED SUBSTANCES REGULATIONS 2017

Approval under Regulation 160

Pursuant to Regulation 160 of the Drugs, Poisons and Controlled Substances Regulations 2017, I, Anna Peatt, Chief Officer, Drugs and Poisons Regulation and Delegate of the Secretary of the Department of Health and Human Services, hereby approve the Schedule 4 poison listed below for possession by an on-site emergency response worker trained in Advanced First Aid at mine sites and power stations.

Schedule 4 poisons approved for use by on-site emergency response workers at mine sites and power stations

The Secretary has given approval for an on-site emergency response worker¹ trained in Advanced First Aid at mine sites² and power stations³ to be in possession of the following Schedule 4 poison to the extent that it is required in the performance of their emergency response duties for treatment in emergencies:

- Methoxyflurane

CONDITIONS

This Approval is subject to the following conditions.

The on-site emergency response worker:

1. is a member of the on-site emergency response team;
2. is qualified in Advanced First Aid that includes Unit PUAEME005A Provide Pain Management (or an equivalent qualification) provided by a Registered Training Organisation and undergoes refresher training on an annual basis;
3. undergoes on-site training in emergency procedures, including annual refresher training, relevant to the possession and administration of methoxyflurane under the supervision of the site Emergency Response Co-ordinator⁴ (or equivalent);
4. is included on a list of on-site emergency response workers who are assessed as competent by the Emergency Response Coordinator and authorised by the Site Senior Responsible Person (General Manager or equivalent) and is identifiable as such to other workers;
5. operates only when the site emergency plan that is signed off by the Site Senior Responsible Person incorporates the capacity for these workers to administer methoxyflurane in an emergency;
6. only administers methoxyflurane in circumstances where emergency ambulance or the employer's contracted medical or health service provider has been called and hands over care to that person/service;
7. administers no Schedule 4 poison other than methoxyflurane; and
8. possesses methoxyflurane in accordance with guidelines, if any, prepared by the Department of Health and Human Services.

This Approval takes effect from the date of publication in the Victoria Government Gazette.

ANNA PEATT
Chief Officer, Drugs and Poisons Regulation
Delegate of the Secretary
Department of Health and Human Services

¹ An on-site emergency response worker is a member of the site emergency response team who has been trained in emergency response procedures and systems relevant to that particular mine site or power station.

² A mine site is where minerals (such as coal or gold) are extracted for their chemical properties; a quarry is not a mine.

³ A power station is a facility generating electricity.

⁴ An Emergency Response Coordinator or equivalent position is designated as responsible by the Site Senior Responsible Person for management of the on-site emergency response team. The role is held by persons with extensive emergency management experience and appropriate competencies in emergency response, including Advanced First Aid with Unit PUAEME005A and a formal training qualification or extensive experience in training and coaching staff. They coordinate the emergency response team, including training and documentation relating to the team.

Education and Training Reform Act 2006

NOTICE OF REVISED GUIDELINES FOR THE APPLICATION FOR THE
REGISTRATION OF SCHOOLS AND REGISTERED SCHOOLS

Section 4.3.8A of the **Education and Training Reform Act 2006** (the Act) authorises the Victorian Registration and Qualifications Authority (the Authority) to issue guidelines for the purposes of determining whether a school complies with the requirements for registration.

Section 4.3.8A(4) of the Act requires that any guidelines issued under subsection 4.3.8A be published as soon as practicable in the Government Gazette.

The revised guidelines will apply to all applicants seeking registration from the Authority to operate a school from 1 January 2019, and all VRQA registered schools from 1 July 2019.

LYNN GLOVER
Chief Executive Officer (Director)
Victorian Registration and Qualifications Authority

GUIDELINES TO THE MINIMUM STANDARDS AND REQUIREMENTS FOR SCHOOL REGISTRATION

In Victoria, all schools must meet the minimum standards for school registration.

The minimum standards provide a foundation for quality schools through:

- good governance
- strong financial management
- effective curriculum
- sound teaching practices, and
- safe environments for children.

INTRODUCTION

About the Guidelines

The **Education and Training Reform Act 2006** (Act) and the Education and Training Reform Regulations 2017 (ETR Regulations) prescribe the minimum standards and other requirements that schools must comply with to be registered and maintain registration.

The Guidelines to the Minimum Standards and Requirements for School Registration (Guidelines) form part of the legal framework for the registration and regulation of schools. The Guidelines detail the requirements of the minimum standards for registration of schools (minimum standards) and other requirements under the Act.

Who uses the Guidelines

The Guidelines apply to schools offering:

- a. Foundation–Year 10
- b. a senior secondary course such as the Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL) or International Baccalaureate (IB) Diploma Programme, which are normally provided in Years 11–12.

The Guidelines describe the information, documentation and other evidence the VRQA requires for it to be satisfied that a school meets the minimum standards. The Guidelines should be used by:

- an individual or organisation applying for registration as a school or a review body applying to register a school
- two or more registered schools that intend to amalgamate (the proposed amalgamated school must apply to the VRQA as if it were a new school)
- a registered school seeking to amend its registration. Catholic and government schools should contact the Catholic Education Commission of Victoria Ltd (CECV) or the Regional Services Group, Department of Education and Training (DET), for advice, application forms and procedures. The VRQA does not accept direct applications from Catholic or government schools
- a registered school changing its legal entity, for example moving from an incorporated association to a company limited by guarantee
- a registered school delivering or applying to deliver a senior secondary qualification
- a registered school undergoing review.

The VRQA uses the Guidelines when conducting reviews to determine whether a school continues to satisfy the minimum standards.

The Guidelines do not detail all of the evidence a school may need to provide to demonstrate compliance with the minimum standards. The VRQA may request evidence of compliance from individuals, organisations and review bodies applying for registration or from registered schools, that is in addition or different to, that set out in the Guidelines (section 4.3.1(5) of the Act).

References to regulations, Ministerial Orders or provisions of an act are as at the date of the Guidelines. From time to time there may be amendments to the Act, ETR Regulations or the issuing of new Ministerial Orders. It is the responsibility of registered schools and those applying for school registration to ensure they are across any of these changes.

School registration

A school must be registered as one or more of the following types:

- a primary school
- a secondary school
- a co-educational school
- a single sex school
- a specific purpose school, such as a school that provides an alternative educational program
- a specialist school, such as a school that caters mainly for students with disabilities or with social, emotional or behavioural difficulties (Schedule 5, clause 10, ETR Regulations).

Registering a new school

An individual or organisation seeking to register a new school applies to the VRQA using the *Application to Register an Independent School* form available at:

- www.vrqa.vic.gov.au/schools

DET's Regional Services Group manages government school applications and the CECV manages Catholic school applications.

The Guidelines detail the evidence required and should be referred to when completing the application form. Schedule 5 of the ETR Regulations also details the information that is required to be provided to the VRQA in an application for school registration.

Registration requirements: Foundation–Year 10

Schools offering or applying to offer Foundation–Year 10 are required to meet the minimum standards set out in Schedule 4 of the Regulations.

Section 4.3.1(6) of the Act provides that the VRQA must not register a school unless the VRQA **is satisfied that** the school meets the minimum standards and other requirements contained in that section.

Registration requirements: schools offering accredited senior secondary courses

Schools offering or applying to offer the VCE, VCAL or the IB Diploma Programme or any part of such a course are required to meet the minimum standards for registration to provide an accredited senior secondary course set out in Schedule 8 of the ETR Regulations and the other requirements contained in section 4.3.11 of the Act.

These are standards that schools must satisfy to offer a senior secondary course and are in addition to the requirements for school registration.

The VRQA will not register a person, body or school as a senior secondary provider unless it **is satisfied that** the person, body or school meets the minimum standards for registration to provide an accredited senior secondary course.

Additionally, schools must obtain the awarding body's authorisation to deliver their courses. The Victorian Curriculum and Assessment Authority (VCAA) authorises schools to deliver the VCE and VCAL, and the International Baccalaureate (IB) authorises delivery of the IB Diploma Programme.

Registration requirements: schools offering courses to overseas students

Schools offering or applying to offer courses to overseas students are regulated by Part 4.5 of the Act and the **Education Services for Overseas Students Act 2000** (Cwth) (ESOS Act). Part 4.5 and the ESOS Act impose additional requirements that schools must satisfy to offer courses to overseas students.

Schools are required to first seek the VRQA's approval. If approved, the VRQA will then recommend to the Commonwealth that the provider be registered under the ESOS Act.

Schools offering courses to overseas students are required to meet the VRQA's:

- Guidelines for the Enrolment of Overseas Students Aged Under 18
- Guidelines on the Provision of VCAL Courses to Overseas Students.

More information and the guidelines for schools seeking to offer courses to overseas students is available at:

- www.vrqa.vic.gov.au/schools

Review bodies

One of the ways the VRQA may satisfy itself that a school continues to comply with the minimum standards is through a review conducted by a VRQA approved review body.

The VRQA has approved CECV and DET's Regional Services Group as review bodies responsible for ensuring the ongoing quality assurance of their respective schools with the minimum standards and other requirements for registration.

School reviews

A school is reviewed every four to five years by the VRQA or the school's review body. The Act requires a school to participate in the review and evaluation process, and to provide the VRQA with the necessary evidence required to demonstrate that it is complying with the minimum standards.

The VRQA may also open a review at any time if it considers it appropriate to do so.

Outcomes of applications and reviews

The VRQA will advise all applicants and schools of the outcome of their application for registration or review.

Certain decisions made by the VRQA about a school's registration may be reviewed by the Victorian Civil Administration Tribunal.

For more information, see:

- www.vrqa.vic.gov.au/schools

Complaints about compliance

The VRQA is required to investigate a complaint alleging a breach of obligations by a school in relation to the democratic principles in section 1.2.1(a), (c), (e) and (f) of the Act, the availability of information about the school's performance or the right of a parent or student to access information about the student's achievement (regulations 97–99, ETR Regulations).

Details of the relevant obligations are that:

- all providers of school education, both government and non-government, must ensure that their programs and teaching are delivered in a manner that supports and promotes the principles and practice of Australian democracy. These principles include a commitment to elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association, and the values of openness and tolerance
- information about the performance of education and training providers should be publicly available
- a school community has the right to information about the performance of its school
- a parent or guardian of a student and the student have the right to access information about the student's achievement.

The VRQA's general powers also allow it to investigate complaints alleging a breach of the minimum standards (section 4.2.3).

A complaint must first be raised with the school. If unresolved, complaints about:

- government schools will be referred to the Regional Services Group, DET
- Catholic schools will be referred to CECV
- Independent schools will be investigated by the VRQA.

Some complaints may result in the VRQA undertaking a general or specific review of the school's compliance with the minimum standards.

For more information on the VRQA's policy and procedures on complaints, see:

- www.vrqa.vic.gov.au

THE MINIMUM STANDARDS**SCHOOL GOVERNANCE****Democratic principles**

A registered school's programs and teaching must be consistent with the principles of Australian democracy.

Evidence requirements

There must be evidence of a statement affirming that the school adheres to the principles. This might be included in the school's constitution, prospectus, handbook or statement of values or philosophy.

Explanatory notes

The ETR Regulations state that this standard is not intended to affect the rights accorded to, or the compliance with any obligation imposed on a school under a State or Commonwealth law.

For example, the **Equal Opportunity Act 2010** allows a school to operate wholly or mainly for students of a particular sex, race, religious belief, age or age group. This means a school established by a particular religious denomination or group of religious denominations can give preference in its enrolment policy to adherents of that denomination(s) or their children.

Regulatory context

The programs of, and teaching in, a registered school must support and promote the principles and practice of Australian democracy, including a commitment to –

- a. elected government; and
- b. the rule of law; and
- c. equal rights for all before the law; and
- d. freedom of religion; and
- e. freedom of speech and association; and
- f. the values of openness and tolerance.

Nothing in this clause is intended to affect the rights accorded to, or the compliance with any obligation imposed on, a registered school under a law of the State or of the Commonwealth.

Schedule 4 clause 1 of the Education and Training Reform Regulations 2017

Governance

The proprietor must structure the governance of a school to allow it to effectively manage the school's finances and development of strategic direction, and fulfil its legal obligations.

Evidence requirements

For a non-government school, there must be evidence of:

- an outline of the governing body's structure and membership including details of the experience and expertise of the members of the board, the name of the school's proprietor and the legal entity type
- details of the member(s) of the company, if the school is a company limited by guarantee
- copies of all delegations from the governing body. For example, financial or non-financial delegations made from the school governing body to the school principal
- the company or association's constitution or rules of association
- a conflict of interest register for all responsible persons as defined in the ETR Regulations and an explanation of how any conflict will be managed
- the most recent financial statement for the company or association which must be audited
- the school's governance charter, outlining the key functions and responsibilities of the school board and any subcommittees
- the school's strategic plan

- the school's business plan which is certified by a qualified accountant, and which must include:
 - enrolment estimates and assumptions
 - the estimated socioeconomic status of students and assumptions underpinning this status
 - estimated State and Commonwealth grant funding
 - five-year financial forecasts.

For a government school, the Act defines the role and responsibilities of a government school including the role of the school council. DET's Regional Services Group monitors adherence to this standard by government schools.

Regulatory context

1. The proprietor must structure the governance of a registered school to enable:
 - a. the effective development of the strategic direction of the school; and
 - b. the effective management of the finances of the school; and
 - c. the school to fulfil its legal obligations.

Schedule 4 clause 15(1) of the Education and Training Reform Regulations 2017

Not-for-profit status

A registered school must be not-for-profit as defined in regulation 7. The proprietor must have sufficient controls in place to prevent breaches of the not-for-profit requirements in regulation 7.

Evidence requirements

For a non-government school there must be evidence of:

- a statutory declaration of the school's not-for-profit status executed by the chair of the school governing body
- copies of agreements, contracts or arrangements with third parties, including related entities (within the meaning of section 9 of the **Corporations Act 2001**) or any for profit or not-for-profit organisation affiliated with the school (for example, affiliated religious groups)
- copies of any loan agreements, guarantees and the like to or from third parties, including related entities and/or affiliated organisations
- details of the related entity and/or affiliated organisation and relationship between the school and that entity (if any agreement or loan is with a related entity or affiliated organisation).

Schools must ensure that there is a legally binding written agreement for any loans or arrangements for the delivery of services to the school or to its students. Such agreements may include but are not limited to arrangements for the provision of:

- administrative, management and financial services
- education services including where the school contracts with another school, a registered training organisation or an organisation not registered as an education and training provider
- leases or licences for premises occupied or used by the school
- loans or security.

Explanatory notes

Schools must ensure that these agreements are on commercial terms and do not constitute a prohibited agreement or arrangement within the meaning of regulation 5.

A school must identify if any agreement is with a related or affiliated entity of the school, its proprietor or any responsible person and provide information about the schools relationship with that related or affiliated entity or person to the VRQA.

Not-for-profit has a particular meaning under the ETR Regulations. The key elements which make a school 'not-for-profit' are that:

- the school is not established for the purpose of generating profit or gain
- the money and property received by the school or the proprietor of the school is only applied toward the conduct of the school and is not used for any other purpose
- the school and its proprietor are not a party to a prohibited agreement or arrangement.

Generating a profit or gain will not, of itself, mean that a school is ‘for profit’. If the school applies those profits or gains toward the conduct of the school and does not distribute them to any other person or entity then it is still satisfying the ‘not-for-profit’ requirement. On this basis, the ETR Regulations provide that a proprietor is not to be taken to conduct the school for the purpose of profit or gain if the proprietor makes a financial surplus in the course of the proper administration of the school.

For a full explanation of not-for-profit and prohibited agreement arrangements, see:

- **not-for-profit** as per regulation 7 of the ETR Regulations
- **prohibited agreement or arrangement** as per regulation 5 of the ETR Regulations (a definition is contained in Appendix 1 of the Guidelines).

What are the requirements of a not-for-profit school under the ETR Regulations?

For the purposes of the ETR Regulations, a not-for-profit school is a school that satisfies **all** the following criteria:

- a. the school is not established for the purpose of profit or gain;
- b. the proprietor of the school does not conduct the school for the purposes of the proprietor’s or any other person’s profit or gain;
- c. no part of the profit or gain made in the conduct of the school is or may be distributed to any person or entity;
- d. all money and property received by the school or the proprietor of the school for the conduct of the school are applied solely towards the conduct of the school in accordance with the school’s ‘not-for-profit’ purpose;
- e. the school is not a party to a prohibited agreement or arrangement;
- f. the proprietor of the school is not a party to a prohibited agreement or arrangement;
- g. in the case of a non-government school, on the closure of the school, any surplus assets of the school remaining after payment of the school’s liabilities are required by the constitution or rules governing the school to be –
 - i. used by the proprietor of the school for providing education services to school-age children or for other not-for-profit purposes; or
 - ii. given to a not-for-profit entity operating within Australia that provides education services to school children or that has similar purposes to the proprietor.

Regulatory context

1. A registered school must be a not-for-profit school.
2. The proprietor of a registered school must have sufficient controls in place to ensure that school property and assets are not distributed or used for the profit or gain of another person or entity.

Probity

All responsible persons in a school must be fit and proper and able to carry out their legal responsibilities in relation to the operation of the school.

Evidence requirements

There must be evidence of a:

- completed Fit and Proper Statutory Declaration from each responsible person
- list of each responsible person, their role and a summary of the qualifications and experience of each person.

Explanatory notes

In a non-government school, a responsible person must be a fit and proper person who:

- is able to carry out their responsibilities in relation to the operation of the school in compliance with the laws of Victoria, the Commonwealth, another state or a territory relating to the provision of school education
- has not been found guilty of an offence which is (or which would if committed in Victoria) be an indictable offence
- has not been:
 - in the case of an individual, insolvent under administration (for example, declared bankrupt)
 - in the case of a body corporate, is not or has not been an externally administered body corporate
- is not a represented person under the **Guardianship and Administration Act 1986**
- is not in breach of any requirements of the **Working with Children Act 2005** or has not had their approval revoked or suspended
- has not been the subject of, or associated with an adverse finding or other action taken by a court, tribunal, commission of inquiry, professional discipline body or regulatory authority (in Victoria or elsewhere) where the adverse finding relates to:
 - dishonest, misleading or deceptive conduct, or
 - non-compliance with a legal obligation relating to the provision of education, or
 - a breach of duty (including a duty of disclosure).

The VRQA may exempt a person from the requirement to comply with Schedule 4 clause 15(5)(b) or (5)(f) if in its opinion it would not be appropriate to exclude that person from being involved in the conduct of the school.

When considering whether to grant an exemption the VRQA must have regard to:

- the nature and gravity of the offence or misconduct and its relevance to conducting a school
- the period of time since the person committed the offence or engaged in the misconduct
- the punishment imposed for the offence or misconduct
- whether or not the conduct that constituted the offence has been decriminalised or the standards of conduct materially changed since the person engaged in the conduct that constituted the offence or misconduct
- the person's behaviour since committing the offence or engaging in the misconduct
- any information given by the person concerning the person's conduct in relation to the registration of the school
- any other matter the VRQA considers relevant.

Regulatory context

- (2) In a non-government school, every responsible person must be a fit and proper person.

- (5) *A fit and proper person* means a responsible person who –
- a. is able to carry out the person’s responsibilities in relation to the operation of the school in compliance with the laws of Victoria, the Commonwealth, another State or a Territory relating to the provision of school education; and
 - b. has not been found guilty of an offence which is, or which would if committed in Victoria be, an indictable offence; and
 - c. has not been –
 - i. in the case of an individual, insolvent under administration; or
 - ii. in the case of a body corporate, an externally-administered body corporate; and
 - d. is not a represented person; and
 - e. if the person is given an assessment notice under the **Working with Children Act 2005** in relation to the school, complies with –
 - i. all requirements under the Act on the person as a holder of an assessment notice; and
 - ii. all requirements under the Act where the assessment notice is revoked or suspended; and
 - f. has not been the subject of or associated with an adverse finding or the subject of action taken by a court, tribunal, commission of inquiry, professional discipline body or regulatory authority (in Victoria or elsewhere) where the adverse finding or the action relates to –
 - i. dishonest, misleading or deceptive conduct; or
 - ii. non-compliance with a legal obligation relating to the provision of education; or
 - iii. a breach of duty (including a duty of disclosure).

Notes

For the purposes of clause 15(5)(f) an adverse finding or action may include a decision by a registering body to limit, suspend or cancel a registration or permit granted to a responsible person individually, or to a body or entity that the responsible person has been associated with governing.

In the case of government schools, the Minister may make provision for the membership of school councils in an Order made under section 2.3.2 of the Act and the eligibility of principals is dealt with under Part 2.4 of the Act (including applicable Ministerial Orders).

Schedule 4 clause 15 of the Education and Training Reform Regulations 2017

Responsible person means –

- a. if the proprietor is an individual, that person; or
- b. if the proprietor is a body, that body and any person who is concerned in, or takes part in, the management of the body; or
- c. each person with responsibility in the school governance structure for managing the school or its finances, including each member of the governing body of the school; or
- d. the principal of the school; or
- e. any other person who by the person’s conduct assumes a position of authority over the governance or management of the school.

Part 1 of the Education and Training Reform Regulations 2017

Philosophy

A school must have a clear philosophy and be able to demonstrate how it is enacted.

Evidence requirements

There must be evidence of:

- a statement of the school’s philosophy which includes the vision, mission, values and objectives of the school
- a description of how the school enacts its philosophy
- an outline of where the school has published a statement of its philosophy.

Explanatory notes

The school's philosophy statement communicates the nature of the school to current and prospective staff, students, parents and guardians. It provides a foundation for the school's strategic planning decisions and performance reviews. The philosophy statement could be contained in the school's constitution, prospectus, handbook, strategic plan or business plan, or on the school website.

Regulatory context

A registered school must publish a clear statement of its philosophy, and be able to demonstrate how the school's philosophy is enacted.

Schedule 4 clause 16 of the Education and Training Reform Regulations 2017

ENROLMENT**Student enrolment numbers**

A school must have sufficient students to be able to provide a range of curriculum programs and learning experiences to support students' academic and social development.

Evidence requirements*For a school applying to register*

There must be evidence in the form of the forecast number of enrolments, as declared in the application to register a school form. The actual numbers must be provided to the VRQA as soon as they become known or available.

For a registered school

There must be evidence in the form of the enrolment register that records that the school has as many or more students than the minimum number required by the standard, or than the minimum number as otherwise approved by the VRQA.

Explanatory notes

The minimum enrolment number is 20 students.

The minimum enrolment number is 11 for:

- a specialist school
- a primary school located outside:
 - the Melbourne Statistical Area, or
 - an Urban Centre with 20,000 people or more.

A secondary school must have an average enrolment of 10 or more students for each year level for which the school is registered.

A school may seek an exemption from the minimum enrolment number if it can satisfy the VRQA that the school meets the requirements of regulation 62 (detailed in the Regulatory context).

Regulatory context

- (1) A registered school must have a minimum of 20 students enrolled in the school.
- (2) A secondary school must have an average enrolment of 10 or more students for each year level for which the school is registered.
- (3) Subclause (1) does not apply to a school with an enrolment of 11 or more students if the school is –
 - (a) a primary school that is not located within –
 - (i) the Melbourne Statistical Area; or
 - (ii) an Urban Centre in Victoria with a population of 20 000 or more; or
 - (b) a specialist school.

Schedule 4 clause 7 of the Education and Training Reform Regulations 2017.

62 Exemption from student enrolment numbers standard

The Authority may approve an enrolment number for a school that is lower than the enrolment number specified under clause 7(1), (2) or (3) of Schedule 4 for that school if the Authority is satisfied –

- (a) that sufficient students are enrolled at the school to enable the school to provide opportunities for students to receive instruction commensurate with the year level of education in which students are enrolled –
 - (i) that taken as a whole, substantially addresses the learning areas set out in Schedule 1 to the Act unless the school is exempt under regulation 61; or
 - (ii) in the case of a school registered or to be registered for a specific purpose, that reflects the type of educational program relating to that registration; or
- (b) that special circumstances apply, in which case the Authority must publish the reason for approving the lower enrolment number on the Authority’s website.

Regulation 62 of the Education and Training Reform Regulations 2017.

Enrolment policy

A school must have a clear enrolment policy that complies with all applicable State and Commonwealth laws including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity, privacy, immunisation and the Australian Consumer Law.

Evidence requirements

There must be evidence of the school’s:

- enrolment policy and procedures which make clear who is eligible for enrolment as a domestic student
- enrolment agreement with parents or guardians which complies with all State and Commonwealth laws, including the Australian Consumer Law. The agreement must be publically available and cover, at a minimum:
 - codes of conduct for students, and parents and guardians
 - fees
 - educational services provided
 - the grounds on which the agreement may be terminated
- for government schools, parents and guardians must be able to access enrolment forms, the parent payment policy and a schedule of charges for the school.

Regulatory context

- (1) A registered school must have a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws.
- (2) Despite clause 1 (1), a registered school established by a particular religious denomination or by a group of religious denominations may have an enrolment policy that gives preference to adherents of that religious denomination or denominations or their children.

Schedule 4 clause 8 of the Education and Training Reform Regulations 2017

Register of enrolments

A school must maintain an enrolment register that contains the required information and allows for accurate data collection for census purposes.

Evidence requirements

There must be evidence in the form of:

- the school’s enrolment register
- processes and procedures to ensure the enrolment register is kept up-to-date.

Explanatory notes

Enrolment and attendance registers serve different purposes. The enrolment register records the total number of students enrolled in the school, whereas the main purpose of the attendance register is to record the daily attendance of each student and reasons for any absences (see page 16 for details on the attendance register).

Regulatory context

A registered school must maintain a register of enrolments that contains the following information in relation to each student enrolled at the school –

- a. the student's name, age and address;
 - b. the name and contact details of any parent or guardian of the student;
 - c. the date of enrolment of the student;
 - d. the Victorian student number allocated to the student under Part 5.3A of the Act;
 - e. the date that the student ceases to be enrolled at the school (if applicable).
-

Schedule 4 clause 9 of the Education and Training Reform Regulations 2017

Attendance register

A registered school must maintain a student attendance register recording the attendance of students of compulsory school age (6–17 years). An attendance register records any unexplained absences to ensure:

- the care, safety and welfare of students
- continuity of learning.

An attendance register must record student attendance at least twice a day and record any given or apparent reason for student absences.

Evidence requirements*For a school applying to register*

There must be evidence of the form that the attendance register will take.

For a registered school

There must be evidence in the form of an attendance register that records attendance of all students enrolled at the school, for each calendar year. The register must show twice-daily attendance checks and any given or apparent reasons for absence.

Explanatory notes

Under section 2.1.4 of the Act a school principal or teacher may ask a parent for an explanation if their child has been absent from school. The section also requires the principal to keep a record in writing of the reasons (if any) given by the parent.

Regulatory context

A registered school must maintain a student attendance register in which –

- a. the attendance at the school of any student of compulsory school age is noted at least twice on each school day; and
 - b. any reason given or apparent for the absence of the student from the school is noted.
-

Schedule 4 clause 11 of the Education and Training Reform Regulations 2017

Legislative context

- (1) The principal of, or a teacher at, a registered school at which a child of compulsory school age is enrolled may ask a parent of the child for an explanation of the reason for the child's failure to attend the school at a time when the school was open for the child's instruction.
 - (2) The principal must ensure that record in writing is made of the reason (if any) given by the parent.
-

Part 2.1.4 of the **Education and Training Reform Act 2006**

CURRICULUM AND STUDENT LEARNING

Curriculum framework

A school provides all students with a planned and structured curriculum to equip them with the knowledge, skills and attributes needed to complete their schooling and to make a successful transition from school to work, training or further education.

Evidence requirements

There must be evidence of:

- a curriculum plan showing how the learning areas will be substantially addressed and how the curriculum will be organised and implemented
- an explanation of how and when the curriculum and teaching practice will be reviewed
- an outline of how the school will deliver its curriculum.

Explanatory notes

The learning areas are:

- English
- mathematics
- sciences (including physics, chemistry and biology)
- humanities and social sciences (including history, geography, economics, business, civics and citizenship)
- the arts
- languages
- health and physical education
- information and communication technology, and design and technology.

The VRQA may exempt a school from addressing one or more of the learning areas if the school is a specialist school, registered for a specific purpose or for other reasons determined by the VRQA (regulation 61, ETR Regulations).

Schools offering a senior secondary qualification must meet the requirements of the relevant awarding body (refer to page 28).

Schools seeking Commonwealth funding are required to deliver the Australian Curriculum or an Australian Curriculum, Assessment and Reporting Authority approved curriculum.

Regulatory context

A registered school must have a curriculum framework in place –

- a. for the organisation and implementation of the school's curriculum and teaching practices; and
- b. to ensure that, taken as a whole, the learning areas set out in Schedule 1 to the Act are substantially addressed; and
- c. to provide for the review of the curriculum and teaching practices.

Schedule 4 clause 6 of the Education and Training Reform Regulations 2017. Exceptions apply, see Explanatory notes.

Student learning outcomes

A school must have appropriate processes in place to support all its students to progress towards and achieve the learning outcomes normally expected for its student cohort, and for the school to plan for and achieve improvements in those learning outcomes.

Evidence requirements

There must be evidence in the form of a documented strategy to improve student learning outcomes.

The strategy must include:

- policies and procedures for reviewing the curriculum and teaching practices
- the processes the school will use to set goals and targets for outcomes for all students including students at risk
- what data will be collected, and how it will be analysed and used to improve student learning outcomes.

Regulatory context

The registered school must have processes in place that enable it to plan for, and achieve improvement in, student learning outcomes.

Schedule 4 clause 2 of the Education and Training Reform Regulations 2017

Monitoring and reporting on students' performance

A school must undertake ongoing assessment, monitoring and recording of all students' performance and report on performance, in writing, to parents and guardians at least twice a year.

Evidence requirements

There must be evidence in the form of the school's policies and procedures for assessing and monitoring student progress and achievement, and how this is reported to parents and guardians. This evidence must include statements about how it meets Commonwealth Government student reporting requirements.

Regulatory context

1. A registered school must ensure that –
 - a. there is ongoing assessment, monitoring and recording of each student's performance at the school; and
 - b. each parent of a student enrolled at the school and the student has access to accurate information about the student's performance at the school.
2. The access to information must include at least 2 written reports, relating to the student's performance, from the registered school to the parent in each year of enrolment of the student.

Schedule 4 clause 3 of the Education and Training Reform Regulations 2017

Information about school performance

A school must monitor and report to the school community on its performance as outlined in the ETR Regulations (see **Regulatory context** for further detail).

Evidence requirements

There must be evidence of:

- a copy of the school's annual report that contains the mandatory information
- information required under regulation 60 of the Australian Education Regulations 2013, which lists the information a school must make publicly available as a condition of Commonwealth funding and details of how the school community can access the information.

Regulatory context

1. A registered school must make available to the school community information concerning the school's performance at least once a year.
2. The information must include –
 - a. a description and analysis of student learning outcomes achieved by the school's students in state wide tests and examinations in which the school participates for –
 - i. the current year; and
 - ii. if the school has been established for more than 2 years, the previous 2 years; and
 - b. a description and analysis of rates of student attendance for the year; and
 - c. a report of the school's financial activities; and
 - d. copies of any other reports the school is required to prepare for the school community under any funding agreements with the State or the Commonwealth.

Schedule 4 clause 18 of the Education and Training Reform Regulations 2017

CARE, SAFETY AND WELFARE OF STUDENTS

A school must have policies and procedures to provide students with a safe environment where the risk of harm is minimised and students feel safe. The school is responsible for ensuring all staff are aware of their legal obligations.

Evidence requirements

There must be evidence of the school's policies and procedures for:

- the duty of care owed to students including:
 - that it owes all students a duty of care to take reasonable measures to protect them from reasonably foreseeable risks of injury
 - that it owes a duty to take reasonable care that any student (and other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises
 - that it owes a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation
 - that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care
- when it may be necessary to use restrictive interventions to protect the safety of a student and members of the school community
- managing student wellbeing, including:
 - anti-bullying and harassment, including cyber bullying
 - appropriate arrangements for on-site supervision of students
 - appropriate arrangements for supervision of students when engaged in off-site activities and which include consideration of the risk of bushfire in the activity location (refer to Emergency Bushfire Management on page 22)
 - ensuring the safety and welfare of students learning with another provider (when the school contracts with another school, a registered training organisation or an organisation not registered as an education or training provider)
 - arrangements for ill students
 - accident and incident register
 - first aid
 - distributing medicine
 - internet use
- managing complaints and grievances including how the school's policies and procedures:
 - ensure procedural fairness
 - are accessible to the school community and are consistent with the school's enrolment agreement.

There must be evidence of the school's:

- current register of staff trained in first aid
- records of student medical conditions and management, or a pro forma for a school applying to register
- emergency management plan which must be updated as required, reviewed at least annually and immediately after any significant incident (this plan must be site specific and include local threats, hazards and corresponding response procedures).

There must also be evidence of how the school communicates policies and procedures on the care, safety and welfare of students to staff, students, parents, guardians and the school community.

Explanatory notes

An emergency management plan addresses emergency and critical incidents which include:

- circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff
- incidents requiring school closure, lockdown, or reduction of number of students or staff attending
- death or serious injury of a student or staff member at school or at another location authorised by the school, for example, with another provider such as a registered training organisation.

A school should update the emergency management plan as required throughout the course of the year as activities such as school camps and excursions are approved by the school governing body.

Regulatory context

A registered school must ensure that –

- a. the care, safety and welfare of all students attending the school is in accordance with any applicable State and Commonwealth laws; and
- b. all staff employed at the school are advised of their obligations under those laws.

Schedule 4 clause 12 of the Education and Training Reform Regulations 2017

Child safety

There must be evidence of the school's policies and procedures for ensuring all staff understand:

- mandatory reporting
- the failure to disclose offence
- the failure to protect offence.

These offences are explained in Appendix 1. For more information about mandatory reporting, the failure to disclose and the failure to protect offence, see:

- www.dhhs.vic.gov.au

Child Safe Standards

A registered school must have developed policies, procedures, measures and practices in accordance with Ministerial Order No. 870 Child Safe Standards – Managing the risk of child abuse in schools.

Meeting the requirements of the Ministerial Order is the direct responsibility of the school governing body and the school principal.

The school must have clear policies and procedures in place which are appropriate for its student cohort and consistent with the school's philosophy.

The VRQA has a number of resources to help schools meet their compliance requirements.

For more information, see:

- www.vrqa.vic.gov.au/schools

For more information, see:

- <http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf>

Reportable Conduct Scheme

Under the Reportable Conduct Scheme, a head of an organisation is required to notify the Commission for Children and Young People of all allegations of reportable conduct by employees and volunteers.

More information is available at:

- www.cryp.vic.gov.au

Legislative context

The school (must have) developed policies, procedures, measures and practices in accordance with a Ministerial Order for managing the risk of child abuse including –

- i. the implementation of minimum standards for a child safe environment; and
- ii. responding to allegations of child abuse committed against a child enrolled at the school or committed by an employee or a student, contractor or volunteer of the school or other person connected with the school.

Section 4.3.1(6)(d) of the **Education and Training Reform Act 2006**

Anaphylaxis management policy

A registered school must have developed a policy and have procedures in place for any student at risk of anaphylaxis.

The policy and procedures must be in accordance with Ministerial Order No. 706.

The VRQA has resources to help schools. For more information, see:

- www.vrqa.vic.gov.au/schools

For a copy of the Ministerial Order, see:

- www.gazette.vic.gov.au/gazette/Gazettes2015/GG2015G050.pdf#page=26

Legislative context

If the school has enrolled a student in circumstances where the school knows, or ought reasonably to know, that the student has been diagnosed as being at risk of anaphylaxis, the school has developed an anaphylaxis management policy containing matters required by a Ministerial Order to be included in the policy

Section 4.3.1(6)(c) of the **Education and Training Reform Act 2006**

Emergency bushfire management

All registered schools are required to meet the VRQA Guidelines for Bushfire Preparedness – Registered Schools.

These requirements are in addition to a school's obligations under the minimum standard for the care, safety and welfare of students and the minimum standard relating to buildings, facilities and grounds.

There are additional requirements for schools listed on the DET's Bushfire At-Risk Register.

To find out if your school is to be placed on the Bushfire At-Risk Register, contact:

- emergency.management@edumail.vic.gov.au

For more information on bushfire preparedness, see:

- www.vrqa.vic.gov.au/schools

Student behaviour management (discipline)

A school must have policies and procedures to promote a consistent and fair approach toward managing student behaviour.

Evidence requirements

There must be evidence of:

- a policy that explicitly prohibits corporal punishment
- a behaviour management policy and procedures which include:
 - an explanation of the school's approach to behaviour management and how it affords procedural fairness to students
 - the steps for managing suspensions and expulsions of students and how this is communicated to parents and guardians. For government schools, there must be evidence to demonstrate compliance with Ministerial Order No. 1125 – Procedures for Suspension and Expulsion of Students in Government Schools
- procedures for maintaining a register of suspensions and expulsions
- an outline of how the school communicates these policies and procedures to the school community.

Explanatory notes

Schools use a variety of approaches to promote positive student behaviour and to reduce and resolve conflict. Whatever approach is adopted, it must be clearly communicated to the whole school community.

Legislative context

A school's policies relating to the discipline of students are based on principles of procedural fairness and must not permit corporal punishment.

Section 4.3.1(6)(a) of the **Education and Training Reform Act 2006**

Attendance monitoring

A school must ensure the safety of students while engaged in school activities. A school must have policies and procedures to monitor student attendance and to follow up unexplained absences.

Evidence requirements

There must be evidence of the school's policy and procedures to:

- check and record the daily attendance of all students
- monitor attendance twice daily and identify absences from school or class
- identify the person(s) with responsibility for monitoring daily attendance
- follow up unexplained absences on the day of a student's absence
- notify parents and guardians of unsatisfactory attendance
- maintain current contact details for parents and guardians
- accurately record attendance on student files.

Regulatory context

A registered school must –

- a. monitor the daily attendance of each student enrolled at the school; and
- b. identify any absences of a student from school including classes; and
- c. follow up any unexplained absences of a student from the school or classes; and
- d. notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- e. record information regarding a student's unsatisfactory attendance at school or classes on the student's file.

Schedule 4 clause 10 of the Education and Training Reform Regulations 2017

STAFF EMPLOYMENT**Teachers' requirements**

A school can only employ teachers registered with the Victorian Institute of Teaching (VIT), or those who have permission to teach under Part 2.6 of the Act.

Evidence requirements

There must be evidence in the form of:

- a register of teachers containing each teacher's:
 - name
 - VIT teacher registration number
 - expiry and renewal date
 - VIT category of registration (full registration, permission to teach)
- procedures for maintaining the register
- procedures for managing teachers with conditions, limitations or restrictions on their registration or permission to teach.

Explanatory notes

VIT is responsible for the registration of teachers employed in Victorian schools.

Regulatory context

All teachers employed to teach at a registered school must –

- a. be registered under Division 3 of Part 2.6 of the Act or be granted permission to teach under Division 4 of that Part; and
- b. comply with any condition, limitation or restriction of that registration or permission to teach.

Schedule 4 clause 4 of the Education and Training Reform Regulations 2017

Compliance with the Working with Children Act 2005

All people employed at a school must meet the requirements of the **Working with Children Act 2005**.

Evidence requirements

There must be evidence of:

- procedures to ensure that all employees and volunteers required to do so by the **Working with Children Act 2005** have a current Working with Children Check
- a register of employees and volunteers with a Working with Children Check which includes each employee's:
 - name
 - card number
 - expiry date
- procedures for maintaining the register.

Explanatory notes

The **Working with Children Act 2005** requires all employees, contractors and volunteers to obtain a Working with Children Check if they are engaged in child related work.

Child related work:

- involves contact that is direct and a part of the person's duties, and
- includes but is not limited to work at or the following activities: a school or other educational institution, accommodation services provided for students on an overseas student exchange program (including homestay), coaching or tuition services for children, publicly funded or commercial transport services for children, counselling, overnight camps, school crossing services, commercial photography services specifically for children, any work engaged in by a minister of religion unless any direct contact with children is only occasional and incidental to that person's work.

For a full list of what constitutes child related work schools should refer to section 9 of the **Working with Children Act 2005**.

A teacher registered with VIT does not need a Working with Children Check.

A teacher whose registration is suspended is not registered and must not teach. If they are employed in a non-teaching capacity they need a Working with Children Check.

For more information about who needs to apply for a Working with Children Check, see:

- www.justice.vic.gov.au/workingwithchildren

Regulatory context

The requirements of the **Working with Children Act 2005** must be complied with in respect of the employment of all staff at a registered school.

Schedule 4 clause 5 of the Education and Training Reform Regulations 2017

SCHOOL INFRASTRUCTURE

Buildings, facilities and grounds

A school's buildings, facilities and grounds must meet all legal and health and safety requirements.

Evidence requirements

There must be evidence of:

- a permit to operate an education centre on the site
- building and facility compliance with local planning regulations and with the Building Code of Australia, Class 9b or equivalent
- an essential safety register
- a maintenance schedule for buildings, facilities and grounds
- policy and procedures to ensure the school complies with the **Occupational Health and Safety Act 2004**
- documentation that reasonable adjustments have been made for students with a disability.

Explanatory notes

A school may choose to seek advice from an external agency such as:

- the Victorian WorkCover Authority to establish its compliance with occupational health and safety requirements
- the Victorian Building Authority or local municipal building surveyor to establish its compliance with relevant building legislation including matters relating to combustible cladding including expanded polystyrene or aluminium composite panels with a polyethylene core.

A school on the Bushfire At-Risk Register with an on-site 'shelter-in-place' must comply with the *VRQA Guidelines for Bushfire Preparedness – Registered Schools*. Refer to page 22 of the Guidelines.

- In some cases, a certificate of continual use can be provided in lieu of a Building Code of Australia, Class 9b.

Regulatory context

A registered school's buildings, facilities and grounds must comply with any laws that apply to the school including local laws and building, planning and occupational health and safety laws.

Schedule 4 clause 13 of the Education and Training Reform Regulations 2017

Educational facilities

A school's facilities must be adequate for delivery of the school's curriculum and co-curricular programs and suit its student cohorts' age and needs.

The school must be prepared to make reasonable adjustments to accommodate students with additional needs.

Evidence requirements

There must be evidence in the form of a plan of the school showing the location of facilities available for each program offered across the school day.

Regulatory context

The educational facilities of a registered school must be suitable for the educational programs offered by the school and the age levels of the students attending the school.

Schedule 4 clause 14 of the Education and Training Reform Regulations 2017

THE MINIMUM STANDARDS FOR SCHOOLS OFFERING A SENIOR SECONDARY COURSE

Victorian accredited senior secondary courses and qualifications

A **senior secondary awarding body** awards, confers or issues an accredited senior secondary qualification. The Victorian Curriculum and Assessment Authority (VCAA) and the International Baccalaureate (IB) are registered by the VRQA as awarding bodies.

In Victoria, the accredited senior secondary qualifications are the VCE, VCAL and the IB Diploma Programme.

Schools applying to offer a senior secondary qualification must meet the minimum standards for schools as set out in the Act and the ETR Regulations, as well as the minimum standards for registration to provide an accredited senior secondary course (Schedule 9, regulation 86, ETR Regulations).

Schools must also obtain VCAA or/and IB authorisation to deliver their respective courses.

A senior secondary course comprises units or subjects of study, which upon successful completion of the course requirements, leads to a qualification.

Schools will generally apply to offer an accredited senior secondary course after successfully delivering a Years 7–10 program for a number of years.

Requirements for delivering a senior secondary course

The requirements for registration to deliver the VCE, VCAL or IB Diploma Programme ensure the school is able to demonstrate it can provide a quality program to its students in the final years of their school education.

If the school shares responsibility for delivering a senior secondary course with another provider, there must be evidence in the form of a copy of a written agreement between the school and the provider stating how the requirements of the minimum standards for delivery of a senior secondary course will be met.

Principles to apply

The evidence required for this standard is addressed in the standard for a registered school under **School governance – Democratic principles** on page 8.

Regulatory context

1. The programs and teaching of a senior secondary education provider must support and promote the principles and practice of Australian democracy, including a commitment to –
 - a. elected government; and
 - b. the rule of law; and
 - c. equal rights for all before the law; and
 - d. freedom of religion; and
 - e. freedom of speech and association; and
 - f. the values of openness and tolerance.
2. Nothing in this clause is intended to affect any right accorded to, or compliance with any obligation imposed on, a provider under an enactment of the State or of the Commonwealth.

Schedule 8 clause 1 of the Education and Training Reform Regulations 2017

Governance and probity

A registered school delivering an accredited senior secondary course must have its governance structured to effectively manage its:

- finances
- physical environment of each place where the course is offered
- staff
- students.

Evidence requirements

A school will need to demonstrate it complies with the minimum standard for school registration relating to **Governance** (page 8) and **Not-for-profit** (page 9).

In addition there must be evidence that:

- the physical environment is sufficient to support the delivery of the course
- teachers are suitably qualified and experienced
- there are procedures to support students to undertake a course best suited to their abilities
- there are sufficient financial resources to deliver the course to the standards of the awarding body.

Regulatory context

1. The governance and management of a senior secondary education provider must be structured to enable the provider to effectively manage –
 - a. the finances of the provider; and
 - b. the physical environment of each place where the course is offered by the provider; and
 - c. the staff of the provider; and
 - d. the students enrolled in the course offered by the provider.
 2. A senior secondary provider must ensure that suitable arrangements are in place to enable –
 - a. the provider to respond to and supply any information requested by the Authority in regard to matters listed in section 4.3.11 (2) of the Act; and
 - b. the provider to comply with any relevant guidelines issued by the Authority under section 4.3.11 (3) of the Act; and
 - c. the Authority to conduct an audit on the operation of the person, body or school in relation to the prescribed minimum standards.
 3. If a senior secondary education provider is not the owner of the accredited senior secondary course, the provider must –
 - a. be authorised by the owner of the course to provide that course; and
 - b. comply with the conditions relating to that authorisation.
 4. A senior secondary education provider must not provide instruction in an accredited senior secondary course at a school unless it is a registered school.
-

Schedule 8 clause 6 of the Education and Training Reform Regulations 2017

Student learning outcomes

A registered school must deliver the course to the awarding body's standards and ensure students who complete the course requirements are awarded the qualification.

Evidence requirements

There must be evidence of:

- course curriculum and assessment documentation, and student attainment and administration documentation in accordance with the requirements of the awarding body
- documentation to demonstrate that the school provides staff and students with current and accurate information about the awarding bodies' requirements including course standards, timelines and qualification requirements.

Regulatory context

A senior secondary education provider that provides, or proposes to provide, an accredited senior secondary course must –

- a. deliver the course to the standards established by the awarding body for the qualification; and
 - b. ensure that a student who satisfactorily completes all of the course requirements will be entitled to be awarded the registered qualification.
-

Schedule 8 clause 2 of the Education and Training Reform Regulations 2017

Student records and results

A school must have policies and procedures to ensure the integrity of assessment, the accuracy of records and the monitoring of student participation, completion rates and student outcomes. The policies and procedures must also cover results analysis and student participation in accordance with the requirements of the awarding body.

Evidence requirements

There must be evidence of policies and procedures to ensure the:

- integrity of assessment
- accuracy of records
- monitoring of student participation, completion rates and student outcomes.

The policies and procedures must also cover results analysis and student participation in accordance with the requirements of the awarding body.

Regulatory context

1. A senior secondary education provider must have policies and procedures in place –
 - a. to maintain accurate student records and ensure the integrity of student assessments; and
 - b. if the provider is –
 - i. not the awarding body, to enable compliance with the requirements of the awarding body for the course with regard to the assessment program and the timely provision of student enrolments and results; or
 - ii. also the awarding body, to deal with the assessment program and the timely provision of student enrolments and results; and
 - c. to monitor patterns of student participation and completion rates, and the quality of outcomes of students in the registered senior secondary education qualification; and
 - d. to undertake an annual analysis (that is made publicly available) of student participation and completion rates and outcomes.
2. A senior secondary education provider must –
 - a. prepare and maintain records of student assessments; and
 - b. comply with appropriate requests to provide copies of a student's records to the student or a person authorised by the student to receive the records.
3. A senior secondary education provider must have processes in place that comply with the requirements of the awarding body for the course for –
 - a. the accurate and timely issuing of qualifications; and
 - b. for the retention, archiving and retrieval of sufficient information about student enrolments and results to enable the re-issue of statements and certificates if required.

Schedule 8 clause 4 of the Education and Training Reform Regulations 2017

Student welfare

A school must have policies and procedures to ensure the care, safety and welfare of its students. There must also be opportunities for students with special needs to access the course.

A school must have appropriate procedures in place to manage the care, safety and welfare of students where two or more senior secondary education providers share the responsibility for providing an accredited senior secondary course.

Evidence requirements

The policies and procedures required to meet this standard are covered in **Care, safety and welfare** of the minimum standards for school registration on page 20.

The policies and procedures must cover any additional arrangements the school has in place for senior secondary students, for example:

- how attendance is monitored for students participating in courses provided by another senior secondary course provider
- supervision of students outside scheduled classes.

The policies and procedures should also address how the school identifies students' special needs and how opportunities are provided so those students can access the senior secondary course.

Regulatory context

1. A senior secondary education provider must have policies and procedures in place that are consistent with any relevant laws and legislation to ensure the care, safety and welfare of students and the provision of opportunities for students with special needs to access the course.
 2. If two or more senior secondary education providers share the responsibility for providing an accredited senior secondary course or its components to a student, each of those providers must have procedures in place to identify and satisfy the legal duties owed to the student while the student attends, travels between or undertakes an excursion with the providers.
-

Schedule 8 clause 3 of the Education and Training Reform Regulations 2017

Teaching and learning

A school must have suitable teaching resources, physical facilities, and competent and qualified staff to teach and assess the course.

Evidence requirements

There must be evidence of:

- an overview of teaching resources and facilities and that they meet the current requirements of the awarding body
- policies and procedures:
 - to ensure the assessment of senior secondary courses is fair, valid and reliable
 - to oversee the conduct of assessments including:
 - addressing cheating, including plagiarism
 - conducting investigations and hearings and if necessary, amending or cancelling assessments
- a student handbook and resources which address the senior secondary course rules and procedures for assessment.

Regulatory context

A senior secondary education provider must have –

- a. qualified and competent staff to teach and assess the course; and
 - b. suitable teaching resources and physical facilities to provide the course; and
 - c. processes to ensure the consistent application of assessment criteria and practices; and
 - d. processes to oversee the conduct of assessments of the course including processes to conduct investigations and hearings and, if necessary, amend or cancel assessments.
-

Schedule 8 clause 5 of the Education and Training Reform Regulations 2017

OTHER REQUIREMENTS FOR SCHOOL REGISTRATION

Reporting to the VRQA

A school, upon request, must provide the VRQA with the information it needs to carry out its responsibilities under the Act and ETR Regulations.

Explanatory notes

Once a school is registered, the VRQA may require the proprietor, principal or review body to provide a report that:

- enables the VRQA to assess whether the school is continuing to comply with the minimum standards or other requirements
- informs the VRQA of any changes to a school's details contained in the State Register
- provides information about any complaint made about the school and how the principal responded to the complaint.

The VRQA will give the proprietor or principal a reasonable time to comply with its request for information. The proprietor or principal must comply with the request within the time specified. The VRQA's request and the information provided must be in writing, unless the parties agree otherwise.

Regulatory context

The proprietor or principal of a registered school must provide to the Authority in accordance with the regulations a report containing the information required by the regulations.

Section 4.3.5(1) of the **Education and Training Reform Act 2006**

Regulation 71(1) of the Education and Training Reform Regulations 2017 lists the relevant information for the purpose of the above section and is reproduced below.

- 71(1) For the purpose of section 4.3.5(1) of the Act, the proprietor or principal of a registered school, or a person or body authorised by the Authority under section 4.3.5(2) of the Act, must provide a report containing the following information –
- (a) information to show that, and enable the Authority to assess whether, the registered school –
 - i) continues to comply with each of the prescribed minimum standards for registration set out in Schedule 4; and
 - ii) complies with any other requirements of the Act or these Regulations; and
 - (b) information to advise the Authority of any changes in the details contained in the State Register relating to the school; and
 - (c) at the request of the Authority, information to advise the Authority of –
 - i) information to advise the Authority of –
 - (A) any complaint lodged by any member of the public alleging any breach by the school of an obligation under these Regulations to implement any of the principles in section 1.2.1(a), (c), (e) and (f) of the Act; and
 - (B) how the principal of the school responded to that complaint
 - ii) a copy of the information made available under clause 18 of Schedule 4.

Regulation 71(1) of the Education and Training Reform Regulations 2017

Amending school registration

A school wishing to amend its registration must make an application to the VRQA if they wish to:

- add an additional year level
- add an additional campus
- change a school's type of registration
- change the proprietor of the school, or
- change any other particular of its registration.

The VRQA does not accept direct applications from Catholic or government schools. Catholic schools should make their application through CECV and government schools through DET's Regional Services Group.

School registration is not transferrable. If a school wishes to change its legal entity, for example, move from an unincorporated association to a company limited by guarantee, it must make an application for registration. A school wishing to change legal entity should contact the VRQA at:

- vrqa.schools@edumail.vic.gov.au

Regulatory context

The following persons may apply to the Authority for an amendment to the registration of a registered school –

- (a) in the case of a Government school, the Secretary;
- (b) in the case of a non-government school, the principal or the proprietor of the school.

Regulation 67 of the Education and Training Reform Regulations 2017

Timing of application

- (1) Subject to subregulation (3), an application must be made to the Authority no later than –
 - (a) 30 June in the year before the year in which the school intends to implement the change to the school that is the subject of the application to amend the registration; or
 - (b) a later date in the year determined by the Authority
- (2) The Authority may publish a notice in the Government Gazette of any later date determined under subregulation (1)(b) at least 4 weeks before 30 June in the year in which the date applies
- (3) The Authority may accept an application submitted after the date specified in subregulation (1) if it is satisfied that it is necessary to do so because of the special circumstances of the case.

Regulation 68 of the Education and Training Reform Regulations 2017

Adding a year level

A registered school must seek VRQA approval to provide an additional year level.

Evidence requirements

Applications must be in writing on the relevant application form. For more information, see:

- www.vrqa.vic.gov.au/schools

Regulatory context

A registered school must –

- (a) offer only the levels of education in respect of which the school is registered

Schedule 4 clause 22 of the Education and Training Reform Regulations 2017

- (b) In the case of an application to include an additional year level of education at the school –
 - (i) contain all the particulars and information listed in Schedule 7; and
 - (ii) be accompanied by evidence that the school will continue to be conducted as a not-for-profit school

Regulation 69(c) of the Education and Training Reform Regulations 2017

Establishing an additional campus

A registered school intending to establish an additional campus must make an application to the VRQA to amend its registration.

Evidence requirements

Applications must be in writing on the relevant application form. To access the form, see:

- www.vrqa.vic.gov.au/schools

Explanatory notes

The ETR Regulations provide a definition of **campus** which is available at **Appendix 1**.

Regulatory context

A registered school must only be conducted at the campus or place (excluding school camps or excursions or places outside of Victoria) in respect of which it is registered.

Schedule 4 clause 22 of the Education and Training Reform Regulations 2017

- (b) in the case an application to include an additional campus at the school –
 - (i) contain all the particulars and information listed in Schedule 6; and
 - (ii) be accompanied by any documentation referred to in Schedule 6; and evidence that the school will continue to be conducted as a not-for-profit school

Regulation 69(b) of the Education and Training Reform Regulations 2017

Changing a school's type of registration

A school must be registered as one or more of the following types:

- a primary school
- a secondary school
- a co-educational school
- a single sex school
- a specific purpose school, such as a school that provides an alternative educational program
- a specialist school, such as a school that caters mainly for students with disabilities or with social, emotional or behavioural difficulties (Schedule 5, clause 10, ETR Regulations).

A registered school intending to vary its registration type, must make an application to the VRQA to amend its registration.

Evidence requirements

A school that intends to vary its type of registration must ensure that it meets all the minimum standards as they apply to its intended type of registration.

Evidence is required if a variation of registration is likely to affect compliance with other standards, such as:

- philosophy
- enrolment
- attendance
- curriculum framework
- educational facilities
- arrangements for the care, safety and welfare of students.

Applications must be in writing. For more information, see:

- www.vrqa.vic.gov.au/schools

Regulatory context

A school must only be conducted as the type of school in respect of which it is registered.

Schedule 4 clause 22 of the Education and Training Reform Regulations 2017

All other applications

A registered school wishing to make changes to its registration must make an application to the VRQA to amend its registration.

The application must include any information or documents the VRQA reasonably requires to assess the application. The information and documents requested will depend upon the nature of the change a school wishes to make to its registration.

Evidence requirements

Applications must be in writing. For more information, contact the VRQA at:

- vrqa.schools@edumail.vic.gov.au

Regulatory context

In any other case, an application must include any particulars or information, and be accompanied by any documentation, which the Authority reasonably requires for the purpose of assessing the application

Regulation 69(d) of the Education and Training Reform Regulations 2017

APPENDIX 1**Definitions**

Unless otherwise stated, words or phrases in this appendix have the following meaning:

Accredited Senior Secondary Course – means a course leading to a senior secondary qualification and any other accredited course pertaining to Year 11 or 12 that is accredited by the Authority under Chapter 4 of the Act.

Awarding body – means a person or body that is registered on the State Register to award, confer or issue a registered qualification.

Campus – the regulations state that ‘*campus*’ means a location at which part of a school is conducted or proposed to be conducted under the name of the campus as part of a registered school and –

- a) the campus and the school have a common governing body or the governing body of the campus is responsible to the governing body of the school; and
- b) in the case of a non-government school, the campus and the school have the same proprietor.

Conduct – of a school, includes:

- a) fund-raising activities conducted solely for the school; and
- b) the provision of goods and services and other matters or things to students attending the school; and
- c) the provision of other educational services that are within the scope of the school’s registration.

Entity includes a trust.

Mandatory reporting, failure to disclose and failure to protect

- the **mandatory reporting obligation** is set out in Part 4.4 of the **Children, Youth and Families Act 2005**. Section 184 imposes an obligation on teachers, principals and other persons listed in section 182, to make a mandatory report if they form a belief on reasonable grounds that a child is in need of protection on the grounds that the child has suffered, or is likely to suffer, significant harm because of physical injury or sexual abuse, and the child’s parents have not protected, or are unlikely to protect, the child from harm of that type.
- the **failure to disclose offence** requires any adult (subject to specific exemptions) who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16, to report that information to police. Failure to disclose the information to police is a criminal offence. Further information can be obtained at:
 - <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence>
- the **failure to protect offence** applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a school will become a victim of a sexual offence committed by an adult associated with that school. A person in a position of authority in the school will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so. Organisations other than schools are also covered by the offence. Further information is available at:
 - <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to>

Melbourne Statistical Area – the area comprising the Greater Melbourne Statistical Area described in Australian Statistical Geography Standard (ASGS): Volume 1 – Main Structure and Greater Capital City Statistical Areas, July 2016, published by the Australian Bureau of Statistics.

Overseas student a person holding a visa under the **Migration Act 1958** of the Commonwealth which allows the person, where expressly or otherwise, to study in Victoria.

Prohibited agreement or arrangement means an agreement or arrangement –

- (a) made between two or more of the following parties –
 - (i) the school;
 - (ii) the proprietor of the school;
 - (iii) another person or entity; and

- (b) where the purpose of the agreement or arrangement –
- (i) is to pay or divert any profit or gain made in the conduct of the school to the proprietor or any other person or entity (other than a payment made in good faith for the provision of goods or services to the school); or
 - (ii) involves a payment by the school or the proprietor of the school (as the case requires) to another person or entity which –
 - (A) is excessive compared to the reasonable market value of the charges, fees, rates or costs currently prevailing in the community for payment for that purpose (other than a payment made in good faith for that purpose); or
 - (B) involves a gift, loan or similar payment for a purpose unconnected to the conduct of the school (other than payments made to a bank in connection with the conduct of the school); or
 - (C) is otherwise not a payment made in good faith for the benefit of the school, or reasonably required for the conduct of the school;

Payments under paragraph (b)(ii)(A) may include excessive fees or remuneration or other expenses paid to members of the school's governing body, or excessive rents, fees, or other charges paid to any other person or entity.

Payments under paragraph (b)(ii)(B) may include loans, guarantees, or indemnities payable for the recipient's own use or benefit; for example, a payment to benefit an enterprise conducted by the payment recipient where that enterprise is unconnected to the conduct of the school.

Payments under paragraph (b)(ii)(C) may include 'sham' arrangements that have the effect of transferring payments from the school to the recipient for the recipient's own purpose or benefit, and which deliver no benefit or service to the school.

Proprietor in relation to a school, means:

- a) a person, body, or institution who establishes, owns or controls one or more registered schools; or
- b) any person or body that is specified in the registration of the school as the proprietor of the school.

Responsible person means:

- a) if the proprietor is an individual, that person; or
- b) if the proprietor is a body, that body and any person who is concerned in, or takes part in, the management of the body; or
- c) each person with responsibility in the school governance structure for managing the school or its finances, including each member of the governing body of the school; or
- d) the principal of the school; or
- e) any other person who by the person's conduct assumes a position of authority over the governance or management of the school.

Senior secondary awarding body – a person or body that proposes to award, confer or issue a registered senior secondary qualification.

Senior secondary course – a course leading to a senior secondary qualification or any other course pertaining to year 11 and 12.

Senior secondary education provider – a person, body or school providing or proposing to provide, an accredited senior secondary course.

APPENDIX 2

Abbreviations and Acronyms

CECV – Catholic Education Commission of Victoria Ltd

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

Cwth – Commonwealth

DET – Victorian Department of Education and Training

ESOS Act – **Education Services for Overseas Students Act 2000**

ETR Act – **Education and Training Reform Act 2006**

ETR Regulations – Education and Training Reform Regulations 2017

IB – International Baccalaureate

VCAL – Victorian Certificate of Applied Learning

VCAA – Victorian Curriculum and Assessment Authority

VCE – Victorian Certificate of Education

VIT – Victorian Institute of Teaching

VRQA – Victorian Registration and Qualifications Authority

WWCC – Working With Children Check

Education and Training Reform Act 2006
SENIOR SECONDARY
GUIDELINES AND STANDARDS FOR THE REGISTRATION OF AWARDING BODIES
AND THE ACCREDITATION OF SENIOR SECONDARY QUALIFICATIONS

Approved by VRQA Board 6 December 2018

1. INTRODUCTION

1.1 Purpose

The Victorian Registration and Qualifications Authority (VRQA) has developed standards for accreditation of senior secondary qualifications to ensure that the certification of learning in the post-compulsory years of schooling meets the needs of Victorian students and the community.

As a government accreditation authority, the VRQA is required to manage accreditation under Victorian legislation and meet national standards and quality indicators to protect the integrity of education and qualifications in Australia. The national standards and quality indicators are designed to support national consistency and community expectations for post-compulsory schooling in Australia.

Expectations of the post-compulsory years of schooling

To maximise their opportunities for healthy, productive and rewarding futures, Australia's young people must be encouraged not only to complete secondary education, but also to proceed into further training or education.

The senior years of schooling should provide all students with the high quality education necessary to complete their secondary school education and make the transition to further education, training or employment.

Schooling should offer a range of pathways to meet the diverse needs and aspirations of all young Australians, encouraging them to pursue university or post-secondary vocational qualifications that increase their opportunities for rewarding and productive employment...

...curriculum will be designed to develop successful learners, confident and creative individuals and active and informed citizens.

Melbourne Declaration on Educational Goals for Young Australians (December 2008)

The Australian Qualifications Framework (AQF) provides a nationally consistent framework for all post-compulsory education and training qualifications. A qualification that marks the completion of secondary schooling is designated under the AQF as a Senior Secondary Certificate of Education. In the schooling sector, formal certification of learning outcomes normally relates to knowledge, skills and understandings, both generic and subject-specific required for basic preparation for civic life, work and lifelong learning. Senior secondary qualifications are designed to prepare students for initial entry into the workforce, vocational education and training, higher education studies and citizenship.

The VRQA is required under the **Education and Training Reform Act 2006** (the Act) to accredit and record on the State Register all accredited courses and qualifications. A senior secondary awarding body is an organisation under the Act that awards, confers or issues a registered senior secondary qualification.

The VRQA standards and guidelines describe the requirements and processes for the registration of senior secondary awarding bodies and the accreditation of their qualifications and courses. The guidelines follow the model endorsed by the Ministerial Council for Education, Early Childhood Development and Youth Affairs for approval of higher education institutions and courses.

1.2 Definitions

The appendix contains a glossary that explains the terms used in these guidelines.

1.3 Registering organisations as awarding bodies

A person or body must be registered by the VRQA to award or issue an accredited senior secondary qualification in Victoria. Registration of an organisation will be undertaken by the VRQA Board or authorised delegate, in accordance with the procedures set out in Section 2 'Registration and accreditation processes'.

The VRQA will not register an awarding body unless it is satisfied that the organisation meets the prescribed minimum standards for registration in the Education and Training Reform Regulations 2017, including standards relating to:

- definitions
- quality assurance
- student records
- governance and probity
- policies and procedures
- investigations
- registered provider to award qualification.

The Victorian Curriculum and Assessment Authority (VCAA) and the International Baccalaureate (IB) are currently registered Senior Secondary Awarding Bodies in Victoria.

A school or other provider is registered by the VRQA to provide an accredited senior secondary qualification but does not award or issue the qualification. A registered senior secondary provider must be authorised by the owner of the qualification or course and comply with the conditions relating to that authorisation.

1.4 Accrediting senior secondary qualifications

In Victoria, the accredited qualifications that certify the completion of secondary education are:

- the Victorian Certificate of Education (VCE)
- the Victorian Certificate of Applied Learning (VCAL)
- the International Baccalaureate Diploma Programme (IB Diploma Programme).

The number and nature of senior secondary qualifications may change over time.

The AQF specifies that a senior secondary qualification typically requires two years of full-time study to complete (normally Years 11 and 12). Entry to the qualification normally requires the equivalent of Year 10. In Victoria, an awarding body may determine whether students who are able to meet the requirements may commence studies in earlier years, and also whether adult students may undertake the qualification without having completed Year 10. Pathways for students who complete the qualification can include higher education, vocational education and training, direct entry to the workforce, or a combination thereof. Individuals who complete some of the requirements for the certificate receive a record of their achievement. A Senior Secondary Certificate of Education is a recognised qualification title and level under the AQF. The VRQA refers to the AQF when assessing a qualification for accreditation.

Individual courses that contribute to the award of the senior secondary qualification also need to be accredited by the VRQA. The VRQA standards for the accreditation of senior secondary courses are published on the VRQA website at: www.vrqa.vic.gov.au/schools.

1.5 Marketing and public statements

An applicant for registration as an awarding body or accreditation of a qualification must refrain from making any public statement or advertisement implying that a senior secondary qualification is accredited or that the applicant is registered to award, confer or issue the qualification before accreditation is formally granted. There are penalties for conferring or proposing to award a qualification before registration on the State Register.

1.6 Fees

The fees associated with registration of a senior secondary awarding body and accreditation of qualifications and courses are determined by ministerial order. The current fees are published on the VRQA website at: www.vrqa.vic.gov.au

1.7 Duration of registration and accreditation

After approval, the awarding body and its accredited senior secondary qualification are registered for a period of up to five years. The awarding body and its accredited qualification and period of registration are recorded on the State Register.

2. REGISTRATION AND ACCREDITATION PROCESSES

2.1 Timeframe

As a general rule applicants should allow for at least eight months between submission of a complete and satisfactory application to the VRQA and a decision being made.

The complexity of the application as well as requests for additional information and the time taken to provide any required additional or revised information may result in extension of the approval process and therefore timeframe.

2.2 Registration and accreditation

Depending on the nature of the accreditation being sought, possible approaches include the following.

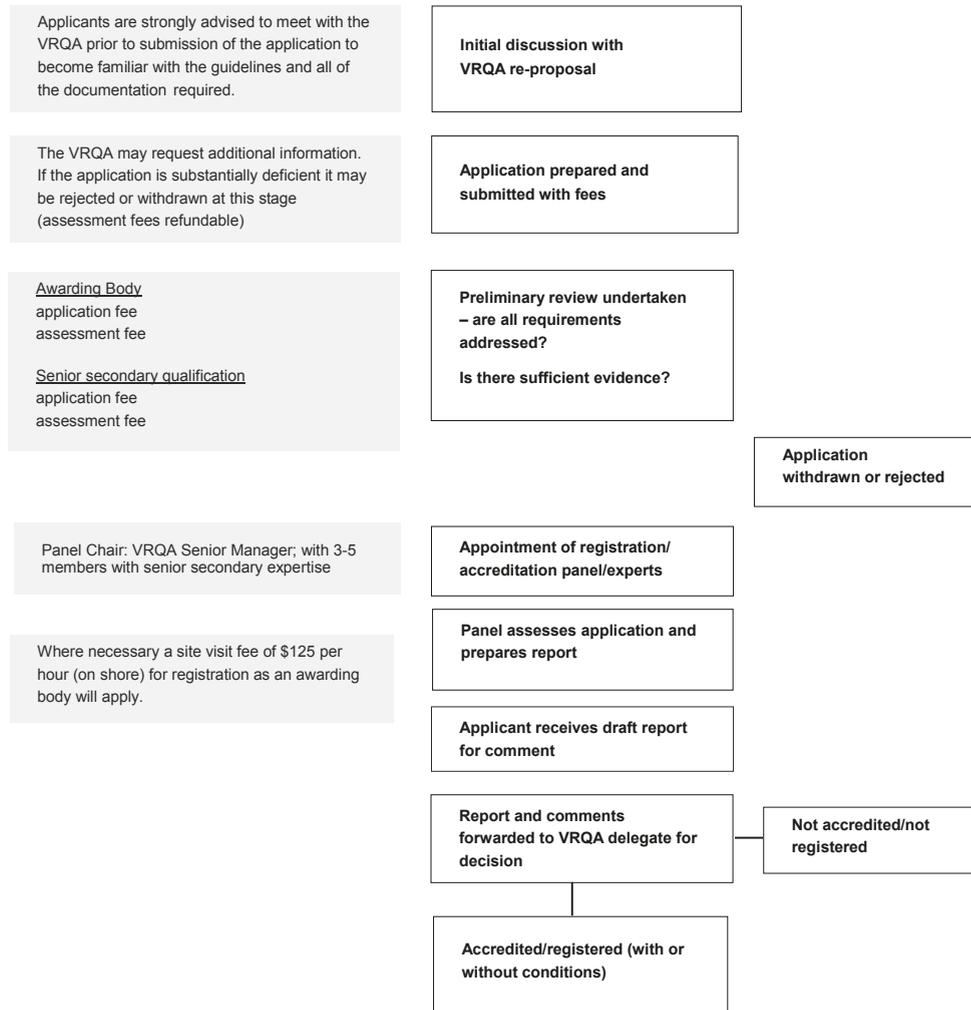
- Registration and qualification accreditation may be undertaken together when an applicant seeks to be registered as an awarding body at the same time it seeks accreditation of a new senior secondary qualification.
- Qualification accreditation may be undertaken when an organisation is already registered as an awarding body and is seeking accreditation of a new qualification.
- Course accreditation may be undertaken when an organisation is already registered as an awarding body and is seeking accreditation of a new course or an amendment to an existing course within a registered senior secondary qualification. Accreditation and re-accreditation of individual courses is undertaken by VRQA accreditation officers.
- Registration may be undertaken when a new or existing body wishes to be registered to award an existing senior secondary qualification.

2.3 Steps in the process

2.3.1 Overview

Approval pathways for both initial registration as an awarding body and accreditation of qualifications are similar (see Figure 1). A more detailed description follows for each of the steps listed in Figure 1.

Figure 1



2.3.2 Initial contact with VRQA

The applicant should become familiar with the VRQA guidelines and standards, the AQF and all documentation associated with the application process. The applicant should then contact the VRQA to discuss the proposed qualification and to advise the VRQA of its intention to seek registration.

2.3.3 Application preparation and submission

An application for registration as a senior secondary awarding body and accreditation of a senior secondary qualification involves the preparation of a detailed and documented application. The application must address in full the prescribed minimum standards for registration as a senior secondary awarding body and the standards for accreditation of qualifications set out in Section 4 'Standards for registration and accreditation'.

The VRQA requires evidence that each standard and all requirements are met through documentation provided by the applicant. It is also likely that direct verification will be required during a site visit and/or interviews as part of the assessment process. It is expected that much of this information will be readily available within an organisation; for example, from its annual reports, handbooks, manuals and documented technical procedures.

The applicant must present the application and supporting evidence electronically to the VRQA, together with the required fees. The VRQA will acknowledge receipt of the application in writing within 14 days.

Information about the application will remain confidential and will not be released by the VRQA without the agreement of the applicant, or unless misleading public statements are made by the applicant as described in Section 1.5 'Marketing and public statements', or the VRQA is required to do so by law.

2.3.4 Preliminary review

The VRQA undertakes a preliminary review of the application to determine whether the application is complete and accurate. The review considers whether all requirements have been fully addressed and whether there is sufficient evidence for an assessment by a panel. If additional information is requested, no further action is taken until the applicant responds by providing the information. The application is considered withdrawn if the applicant does not provide the information within three months of the request.

An application may be withdrawn at any stage in the process. However, the application fees for registration as an awarding body and for accreditation of a qualification are non-refundable.

Applicants will be offered one opportunity to provide the additional evidence requested.

The preliminary review may recommend that the application not be approved on the grounds that it does not provide an adequate basis for assessment by a panel. In such circumstances, a report to this effect will be provided to the applicant and the registration and accreditation assessment fees will be refunded.

2.3.5 Appointment of accreditation panel

An accreditation panel is appointed to evaluate the application against the requirements and to report on whether the application meets the prescribed minimum standards.

The panel is chaired by a senior VRQA manager, and comprises three to five experts in senior secondary qualifications. The members are selected according to the nature of the application under consideration. Members are selected for their expertise rather than as representatives of a sector or stakeholder.

The VRQA may also use the panel process to assess an application for registration as an Awarding Body.

2.3.6 Panel deliberations

The panel meets to discuss the application in detail and determine whether any further information or issues need to be followed up with the applicant.

Meetings of the panel may be conducted face-to-face and/or via email, teleconference or videoconference. The panel may wish to arrange a site visit, the timing and format of which will be explained to the applicant. The panel may also request to meet with representatives of prospective providers of the qualification.

Comments made by panel members during a site visit do not constitute the panel's final assessment or the decision of the VRQA.

If relevant to the application, the panel will first consider whether the application satisfies the requirements for registration as an awarding body. If the application fails to meet the prescribed minimum standards for registration to award or confer a senior secondary qualification, the panel will not proceed to assess any proposed qualification for accreditation. The panel will prepare its report to this effect and forward the report to the VRQA.

If at any stage in the process the panel considers that the application clearly does not meet the prescribed minimum standards and requirements for accreditation, the panel has the discretion to finalise its deliberations and prepare its report to the VRQA.

If the panel determines that additional expertise is needed, it may seek advice outside its membership. Details of the sources of this external advice will be included in the panel's report.

2.3.7 Panel report and applicant's response

At its final meeting, the panel formulates its assessment of the application. A written report of the panel's findings, expressed in terms of the prescribed minimum standards, is prepared.

The applicant is provided with a copy of the report and is invited to correct in writing any factual inaccuracies and/or insert any other facts relevant to assessment of whether the standard has been met. The response must be received by the VRQA within four weeks of the date of receipt of the report. The response may not include new material for assessment.

2.3.8 VRQA decision

After considering the report and the applicant's comments, the VRQA delegate will make a decision on the application to:

- register the awarding body and, if relevant, accredit any new qualification for up to five years; or
- register the awarding body for up to five years but not to accredit any new qualification; or
- undertake either of the above with conditions; or
- not grant registration to the awarding body.

The applicant will be notified in writing of the VRQA's decision.

2.3.9 Appeal

A person whose interests are affected by a decision of the VRQA not to grant an accreditation or registration, or to suspend or cancel accreditation or registration, may apply to the Victorian Civil and Administrative Tribunal (VCAT) for review of the decision. An application for review must be made within 28 days after the day on which the decision is made. Part 4.8 of the **Education and Training Reform Act 2006** provides details on appeals to VCAT.

3. POST-REGISTRATION AND ACCREDITATION REQUIREMENTS

3.1 Terms of registration

Registration will be for a period not exceeding five years. It is a condition of registration that a senior secondary awarding body continues to meet the prescribed minimum standards to award, confer or issue a qualification. This includes complying with any conditions on the registration or accreditation. The VRQA must investigate complaints from a member of the public alleging any breach of an obligation as a registered awarding body under Part 4.3 of the **Education and Training Reform Act 2006**. Before proceeding to an investigation, the VRQA must be satisfied that the complainant has first raised the complaint with the registered awarding body. The VRQA complaints investigation and handling procedures are published on the website at www.vrqa.vic.gov.au. An awarding body must have procedures in place to enable the VRQA to conduct an audit on the operations of the organisation in relation to the prescribed minimum standards.

The VRQA may suspend or cancel registration if it is satisfied that the awarding body does not comply with the prescribed minimum standards and other requirements under section 4.3.11 of the Act.

The standards require an annual analysis (made publicly available) of student participation and completion rates and outcomes, and an annual report to the VRQA about patterns of participation and quality of outcomes.

3.2 Approval of registered senior secondary education providers

A person, body or school that provides, or proposes to provide, an accredited senior secondary qualification must be authorised by the owner (the awarding body).

It is an offence for a person, body or school to provide an accredited course leading to a senior secondary qualification registered on the State Register unless that person, body or school is registered on the State Register as being authorised to provide the course. A registered awarding body must ensure that a person, body or school providing or proposing to provide an accredited senior secondary qualification is registered by the VRQA. The VRQA will work with an awarding body to register senior secondary education providers.

3.3 Changes during registration or accreditation to the institution and/or its qualifications and courses

Changes to an organisation or its qualifications may affect the registration status of the organisation or accreditation of the qualification. Significant changes may have the potential to affect the organisation's capacity to meet the standards.

The awarding body should seek advice from the VRQA as early as possible to confirm the extent of the changes to be made, and the process to be followed.

Examples of major change to an awarding body are:

- a merger with another body
- changes to the status of the legal entity
- a contract with another body or person to deliver a significant portion of services
- significant organisational changes that may have a major impact on governance and quality assurance
- a significant deterioration in financial position. Examples of major change to a registered qualification are:
 - withdrawal of senior secondary course owner's approval/recognition arrangements
 - significant substitution of new courses comprising more than 25 per cent of the total number of courses in the qualification
 - changes to the requirements for graduation.

3.4 The process of re-registration and re-accreditation

Awarding bodies are registered for periods of up to 5 years. A senior secondary qualification is also accredited for a period of up to 5 years, after which registration and accreditation must be renewed. Applications for re-registration and re-accreditation are assessed against the same requirements as outlined in these guidelines.

Applications for re-registration and re-accreditation must be submitted to the VRQA at least 8 months before registration expires.

The process and timeline for re-registration and re-accreditation are similar to those outlined above; however, information in the public domain, other regulatory requirements and the applicant's track record in senior secondary education are taken into account in the assessment process.

4. STANDARDS FOR REGISTRATION AND ACCREDITATION

This section provides details of the standards that must be met for:

- registration of a senior secondary awarding body
- accreditation of a senior secondary qualification.

The following minimum standards are from Schedule 9, Regulation 87, Education and Training Reform Regulations 2017.

4.1 Prescribed minimum standards for the registration of a senior secondary awarding body

The application must include evidence that the following standards for registration to award, confer or issue a registered senior secondary qualification have been met.

4.1.1 Definitions

In this schedule:

- registered provider in relation to an accredited senior secondary education course means a person, body or school registered by the VRQA (the Authority) under Division 3 of Part 4.3 of the Act to provide the course
- senior secondary awarding body means a person or body that proposes to award, confer or issue a registered senior secondary qualification.

4.1.2 Quality assurance

A senior secondary awarding body must:

- a ensure that it has processes in place to develop courses designed to be normally undertaken in the school Years 11 and 12 that are accredited by the Authority under Part 4.4 of the Act
- b have arrangements in place to ensure access and equality of opportunity to, while safeguarding the integrity of, the qualification
- c ensure that the registered qualification is awarded, conferred or issued in an accurate and timely manner
- d have policies, criteria and standards for the curriculum and assessments of the registered qualification
- e oversee the delivery of the conduct of assessments for the registered qualification
- f have quality assurance, review and evaluation processes in place that enable:
 - i annual evaluation of delivery of the course
 - ii proper evaluation of the curriculum and assessments
- g use assessment frameworks, policies, criteria; and
- h standards in relation to teaching, learning and assessment that are valid, reliable and fair.

4.1.3 Student records

A senior secondary awarding body must:

- a ensure that records of student enrolment, certification and assessment are maintained by it or by the registered provider of the accredited senior course and that a copy of the record of student assessment is provided to the student on request or to a person authorised by the student to receive it
- b have procedures in place to maintain and provide student records and results to the Authority upon request
- c monitor patterns of student participation and completion rates, and the quality of outcomes of students in the registered senior secondary qualification
- d undertake an annual analysis (made publicly available) of student participation and completion rates and outcomes
- e advise registered providers of the accredited senior secondary course and the Authority annually about patterns of participation and quality of outcomes.

4.1.4 Governance and probity

The governance and management of a senior secondary awarding body must be structured to enable the body to effectively:

- a develop and review courses and curriculum
- b manage assessment processes
- c develop accurate systems for the management of student records.

4.1.5 Policies and procedures

A senior secondary awarding body must have suitable procedures in place to:

- a enable the body to respond to and supply any information requested by the Authority in regard to matters listed in section 4.3.11(2) of the Act
- b enable the body to comply with any guidelines issued by the Authority under section 4.3.11(3) of the Act.

4.1.6 Investigations

A senior secondary awarding body must:

- a conduct investigations and hearings and, if necessary, amend or cancel assessments
- b have arrangements in place to enable the Authority to conduct an audit in relation to the minimum standards.

4.1.7 Owner requirements

If the senior secondary awarding body is not the owner of the registered qualification, the awarding body must satisfy the Authority that it will comply with all the requirements of the owner of the qualification.

4.2 Prescribed minimum standards for accreditation of senior secondary qualifications

The application must provide evidence that the senior secondary qualification meets the following standards.

4.2.1 Identified need and purpose

A senior secondary qualification must:

- have a demonstrated need and purpose
- support the commitment to the senior years of schooling and transitions in the Melbourne Declaration on Educational Goals for Young Australians
- identify and justify duplication of learning outcomes with existing qualifications on the State Register

- have community, industry and/or stakeholder support, and be likely to gain broad public endorsement
- establish high-quality pathways, partnerships or linkages to further learning, training and work
- use learning settings, delivery modes and pedagogy that are appropriate for the design and purpose of the qualification
- meet the AQF
- have long-term credibility and integrity.

4.2.2 Structure and coherence

A senior secondary qualification must:

- have a coherent rationale for the qualification design, graduation requirements and courses to be offered
- be based on design principles and a rationale that are consistent with the identified need and purpose
- use curriculum, assessment and pedagogy that reflect the intended purpose of the qualification
- justify the contribution and individual course makes to a student's success in the qualification as a whole
- have explicit qualification design rules, such as flexible entry, delivery and completion timeframes.

4.2.3 Community values

A senior secondary qualification must:

- encourage participation and promote achievement regardless of race, gender or religion
- promote and support the principles and practice of Australian democracy, including a commitment to the rule of law.

4.2.4 Rigour

A senior secondary qualification must:

- be comparable with international standards for senior secondary education
- demonstrate a complexity and volume of learning and a duration commensurate with the AQF and senior secondary certificates accredited under the AQF
- promote and support high-quality teaching
- meet the needs of employers and higher education and training sectors
- establish depth of knowledge, understanding and skill development.

4.2.5 Individual learning needs

A senior secondary qualification must:

- build capacity in graduates to pursue rewarding and productive employment
- require a reasonable workload on the part of students
- adopt approaches to learning that accommodate personal learning styles, gender, culture, physical disability and location
- have the capacity to be delivered using a variety of contexts and in a range of settings
- support learners in becoming confident and creative individuals.

4.2.6 Student assessment

A senior secondary qualification must:

- identify explicit expectations for all students
- identify the specific knowledge, skills and capabilities to be demonstrated
- ensure fair, valid and reliable results
- provide for consistent results over time
- ensure that assessment and results are quality assured
- make explicit the basis for the award of the qualification.

4.2.7 Local and global citizenship

A senior secondary qualification must:

- provide access to Indigenous content where relevant
- encourage responsible global and local citizenship
- encourage active and informed citizenship
- encourage ongoing consideration of the ethics and values explicit in each course, and their application to national values of democracy, equity and justice within Australia and in international contexts.

APPENDIX 1

Glossary

Australian Qualifications Framework (AQF): comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training. The framework includes school, vocational education and training and higher education sector qualifications, and qualification titles and guidelines.

Senior secondary course: course normally undertaken in Years 11 and 12; or a course leading to the issue of the VCE or the VCAL. It includes a subject or other part of a program, unit of competence or module of study or training leading to the award of issue of a particular qualification.

Senior secondary awarding body: person or body that proposes to award, confer or issue a registered senior secondary qualification.

Senior secondary education provider: person, body or school providing, or proposing to provide, an accredited senior secondary education course.

Senior secondary qualification: qualification described under the senior secondary certificate of education in the AQF.

Qualification: formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community need.

Geographic Place Names Act 1998**NOTICE OF REGISTRATION OF GEOGRAPHIC NAMES**

The Registrar of Geographic Names hereby gives notice of the registration of the undermentioned place names.

Road Naming:

Change Request Number	Road Name	Locality	Naming Authority and Location
119253	Stag Street	Korumburra	South Gippsland Shire Council Formerly known as part Mair Crescent. The road traverses south from Princes Street.
119254	Pam Lane	Korumburra	South Gippsland Shire Council Formerly known as part Little Princes Street. The road traverses west from Mair Crescent.
117938	Sonora Circuit, Embling Street, Ceriani Circuit, Furness Street, Maddern Street, Beaurepaire Street, Krenz Street, Sobek Street, and Winifred Street.	Armstrong Creek	Greater Geelong City Council (private roads within retirement village) Located north of Eaglebay Road.
118160	Flower Lane	Port Fairy	Moyne Shire Council The road traverses east from Barclay Street.

Feature Naming:

Change Request Number	Place Name	Naming Authority and Location
N/A	Altona Early Years Hub	Hobsons Bay City Council Located at 103B Grieve Parade, Altona. For further details see map at www.delwp.vic.gov.au/namingplaces

Localities:

Change Request Number	Naming Authority	Affected Localities	Location
119506	Yarra Ranges Shire Council	Upwey and Upper Ferntree Gully	Minor boundary realignment to include the parcels of land known as 1, 2 3 and 5 Kemp Street, in the locality of Upwey. For further details see map at www.delwp.vic.gov.au/namingplaces

Geographic Names Victoria

Land Use Victoria
2 Lonsdale Street
Melbourne 3000

CRAIG L. SANDY
Registrar of Geographic Names

Health Complaints Act 2016

Section 90

INTERIM PROHIBITION ORDER

This order is made pursuant to section 90 of the **Health Complaints Act 2016**.

The Health Complaints Commissioner (the Commissioner) has made this Interim Prohibition Order because the Commissioner reasonably believes that the general health service provider named below has contravened a code of conduct applying to the general health service being provided and is satisfied that it is necessary to make this order to avoid a serious risk to the health, safety or welfare of the public.

Name of the general health service provider on whom the Interim Prohibition Order is imposed:	Angel's Dreamworld Pty Ltd ACN 161 413 154 trading as 'Angel's Beauty Club' of Shop 2, 16 Liverpool Street, Melbourne, Victoria 3000 (Angel's).
Date this Interim Prohibition Order is made:	5 December 2018
Date on which this Interim Prohibition Order expires:	An Interim Prohibition Order can remain in force for up to 12 weeks. This Interim Prohibition Order will remain in force until 26 February 2019 while an investigation is conducted unless it is varied or revoked before that date.
Effect of this Interim Prohibition Order:	<p>Angel's must not cause, direct or otherwise facilitate the following actions by any person unless that person is a person registered under the Health Practitioner Regulation National Law (Victoria) Act 2009 or otherwise authorised by law to perform that action:</p> <ol style="list-style-type: none"> 1. Provide or cause to be provided to any person any cosmetic surgical and medical procedures, including any cosmetic surgical procedure that involves cutting the skin and any cosmetic medical procedure that involves piercing the skin, including injectable cosmetic treatments. 2. Be in possession of or store any Schedule 4 drugs for cosmetic use including Botulinum toxin (Botox) and hyaluronic acid injection preparations (dermal fillers). 3. Administer or cause to be administered to any person any Schedule 4 drugs for cosmetic use including Botulinum toxin (Botox) and hyaluronic acid injection preparations (dermal fillers). 4. Administer or cause to be administered to any person any unregistered therapeutic good or scheduled medicine.

This Interim Prohibition Order takes effect on the service of the order on the general health service provider to whom it applies.

This order will be published in the Victoria Government Gazette and on the internet site of the Health Complaints Commissioner, www.hcc.vic.gov.au

KAREN CUSACK
Health Complaints Commissioner

Health Complaints Act 2016

Section 90

INTERIM PROHIBITION ORDER

This order is made pursuant to section 90 of the **Health Complaints Act 2016**.

The Health Complaints Commissioner (the Commissioner) has made this Interim Prohibition Order because the Commissioner reasonably believes that the general health service provider named below has contravened a code of conduct applying to the general health service being provided and is satisfied that it is necessary to make this order to avoid a serious risk to the health, safety or welfare of the public.

Name of the general health service provider on whom the Interim Prohibition Order is imposed:	Ms Ying (Angela) Wang of Doncaster in the State of Victoria.
Date this Interim Prohibition Order is made:	5 December 2018
Date on which this Interim Prohibition Order expires:	An Interim Prohibition Order can remain in force for up to 12 weeks. This Interim Prohibition Order will remain in force until 26 February 2019 while an investigation is conducted unless it is varied or revoked before that date.
Effect of this Interim Prohibition Order:	<p>Ms Ying (Angela) Wang must not:</p> <ol style="list-style-type: none"> 1. Provide or cause to be provided to any person any cosmetic surgical and medical procedures, including any cosmetic surgical procedure that involves cutting the skin and any cosmetic medical procedure that involves piercing the skin, including injectable cosmetic treatments. 2. Be in possession of or store any Schedule 4 drugs for cosmetic use including Botulinum toxin (Botox) and hyaluronic acid injection preparations (dermal fillers). 3. Administer or cause to be administered to any person any Schedule 4 drugs for cosmetic use including Botulinum toxin (Botox) and hyaluronic acid injection preparations (dermal fillers). 4. Administer or cause to be administered to any person any unregistered therapeutic good or scheduled medicine.

This Interim Prohibition Order takes effect on the service of the order on the general health service provider to whom it applies.

This Order will be published in the Victoria Government Gazette and on the internet site of the Health Complaints Commissioner, www.hcc.vic.gov.au

KAREN CUSACK
Health Complaints Commissioner

HERITAGE
VICTORIA
HERITAGE
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VICTORIA

Heritage Act 2017

NOTICE OF REGISTRATION

As Executive Director for the purpose of the **Heritage Act 2017**, I give notice under section 53 that the Victorian Heritage Register is amended by including a place in the Heritage Register:

Number: H2389

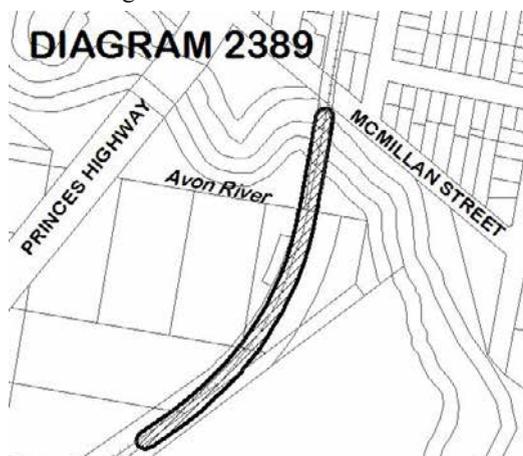
Category: Registered Place

Place: Avon River Rail Bridge

Location: Avon River, Stratford

Municipality: Wellington Shire

All of the place shown hatched on Diagram 2389 encompassing parts of Crown Allotments 2007, 2012 and 2017 Township of Stratford, part of Crown Allotment 2007 Parish of Nuntin, parts of Crown Allotments 1A and 1B Section 3 Parish of Nuntin, and parts of Lots 1, 2, 3 and 4 on Title Plan 448230 representing a buffer of 12 metres on either side of the centreline of the railway and from the abutments of the bridge.



Dated 20 December 2018

STEVEN AVERY
Executive Director

HERITAGE
VICTORIA
HERITAGE
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HERITAGE
VICTORIA

Heritage Act 2017

NOTICE OF REGISTRATION

As Executive Director for the purpose of the **Heritage Act 2017**, I give notice under section 53 that the Victorian Heritage Register is amended by modifying the following place in the Heritage Register:

Number: H0985

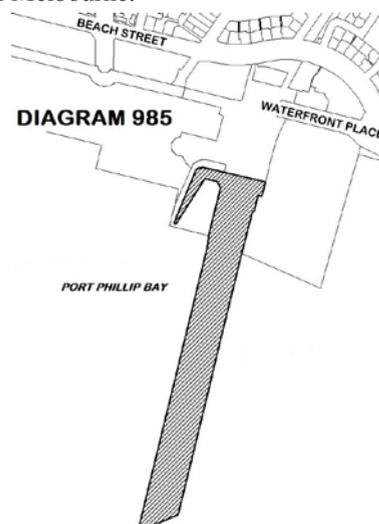
Category: Heritage Place

Place: Station Pier

Location: 110 Beach Street, Port Melbourne

Municipality: Port Phillip City

All of the place shown hatched on Diagram 985 encompassing all of Crown Allotment 2067 City of Port Melbourne, Parish of South Melbourne, part of Crown Allotment 2039 City of Port Melbourne, Parish of South Melbourne, and part of Crown Allotment 18, Section 12 City of Port Melbourne, Parish of South Melbourne.



Dated 20 December 2018

STEVEN AVERY
Executive Director

Land Acquisition and Compensation Act 1986

FORM 7

S. 21(a)

Reg. 16

Notice of Acquisition

Compulsory Acquisition of Interest in Land

The Minister for the Crown administering the **Education and Training Reform Act 2006** ('Minister') declares that by this notice the Minister acquires the following interest in the whole of the land described as Lot 1 on Title Plan 018971A contained in Certificate of Title Volume 10533 Folio 249.

Interests Acquired: That of Dafina Mikovic and all other interests.

Published with the authority of the Minister.

Dated 20 December 2018

For and on behalf of the Minister
Signed NICOLE POPE
Manager, Property Unit

Occupational Health and Safety Act 2004

OCCUPATIONAL HEALTH AND SAFETY REGULATIONS 2017

Determination

This determination has been made by the Victorian WorkCover Authority (trading as WorkSafe Victoria) under regulation 6(1)(a) of the Occupational Health and Safety Regulations 2017.

The determination allows the 'approved asbestos laboratory' definition to include 'a laboratory accredited by NATA, or, by an accreditation body that is a signatory to the International Laboratory Accreditation Cooperation (ILAC), Mutual Recognition Arrangement (MRA) for identifying asbestos in samples or asbestos fibre counting'.

This determination starts from the date of publication of this notice in the Government Gazette.

BARBARA HILL
Head Specialists, Programs & Licensing
for and on behalf of the Victorian WorkCover Authority
(trading as WorkSafe Victoria)

Marine Safety Act 2010
MARINE SAFETY REGULATIONS 2012

Exemption Notice

I, David Hourigan, Director, Transport Safety, in exercise of the powers vested in me under section 260 of the **Marine Safety Act 2010** (the Act) and regulation 9 of the Marine Safety Regulations 2012 (the Regulations) hereby give notice of the following exemption.

1 Application

This exemption applies to owners and masters of kayaks and canoes that are powered by an electric motor with a power output of no more than 40 pounds thrust, 1 horsepower or 750 watts, that are recreational vessels operating on State waters.

This notice only exempts the above owners and masters from the provisions of the Act and the Regulations listed at clause 3 'Exemption' including the items listed in the tables under clause 3(4).

This exemption is subject to the conditions set out at clause 2 of this notice.

2 Conditions of exemption

This exemption is subject to the following conditions.

The master of a vessel to which this exemption applies must:

- (a) at all times, travel at a speed of no more than 5 knots;
- (b) at all times, equip the vessel with one or more paddle/s, or a pedal mechanism;
- (c) when operating on inland waters, equip the vessel with –
 - (i) a mobile phone in a waterproof pouch; or
 - (ii) a personal locator beacon (PLB);
- (d) when operating on enclosed waters or coastal waters that are less than 2 nautical miles from the coast, equip the vessel with at least one of the following means of raising the alarm –
 - (i) a mobile phone in a waterproof pouch; or
 - (ii) an emergency positioning indicating radio beacon (EPIRB) or a PLB; or
 - (iii) a marine radio; or
 - (iv) two hand-held orange smoke signals; or
 - (v) two hand-held red distress flares.
- (e) when operating on coastal waters that are more than 2 nautical miles from the coast, equip the vessel with all of the following additional equipment –
 - (i) two hand-held orange smoke signals; and
 - (ii) two hand-held red distress flares.

3 Exemption

- (1) In accordance with section 260(1)(c) of the Act, owners and masters of a vessel to which this exemption applies are exempt from the requirements of section 37 of the Act – offence if recreational vessel not registered (subject to the conditions set out at clause 2).
- (2) In accordance with section 260(1)(c) of the Act, masters of a vessel to which this exemption applies are exempt from the requirements of section 46 of the Act – offence to be a master of registered recreational vessel without a marine licence or in breach of conditions of marine licence (subject to the conditions set out at clause 2).
- (3) In accordance with section 260(1)(c) of the Act, owners of a vessel to which this exemption applies are exempt from the requirements of section 52 of the Act – offence to allow a non-licensed person to be the master of a registered recreational vessel (subject to the conditions set out at clause 2).

- (4) In accordance with regulation 9 of the Regulations, and subject to the conditions set out at clause 2 of this notice, masters of a vessel to which this exemption applies are exempt from the following requirements of regulation 96 – safety equipment required for recreational vessels, as set out in Schedule 3 of the Regulations:

SAFETY EQUIPMENT EXEMPTED FROM:

TABLE A
Regulations 96(1), 96(7)
ON COASTAL WATERS

<i>Column 1</i> <i>Item number</i>	<i>Column 2</i> <i>Class of vessel</i>	<i>Column 3</i> <i>Item of equipment</i>	<i>Column 4</i> <i>Requirements for coastal waters</i>
Mechanically powered recreational vessels			
1	Power boat up to and including 4.8 metres in length	Anchor, and chain or line or both	1
5		Bucket with lanyard	1
7		Hand-held orange smoke signal	2
8		Hand-held red distress flares	2
9		Pair of oars with rowlocks or pair of paddles	1
11	Power boat more than 4.8 metres in length	Anchor, and chain or line or both	1
15		Bucket with lanyard	1
17		Hand-held orange smoke signal	2
18		Hand-held red distress flares	2
20		Lifebuoy	1 – if vessel is 8 metres or more in length but not more than 12 metres in length 2 – if vessel is more than 12 metres in length
21		Dinghy or liferaft	1 – if vessel is more than 12 metres in length

TABLE C
Regulations 96(3), 96(7)
ON ENCLOSED WATERS

<i>Column 1</i> <i>Item number</i>	<i>Column 2</i> <i>Class of vessel</i>	<i>Column 3</i> <i>Item of equipment</i>	<i>Column 4</i> <i>Requirements for enclosed waters</i>
Mechanically powered recreational vessels			
1	Power boat up to and including 4.8 metres in length	Anchor, and chain or line or both	1
4		Bucket with lanyard	1
5		Hand-held orange smoke signal	2
6		Hand-held red distress flares	2
7		Pair of oars with rowlocks or pair of paddles	1
9	Power boat more than 4.8 metres in length	Anchor, and chain or line or both	1
12		Bucket with lanyard	1
13		Hand-held orange smoke signal	2
14		Hand-held red distress flares	2
16		Lifebuoy	1 – if vessel is 8 metres or more in length but not more than 12 metres in length 2 – if vessel is more than 12 metres in length

TABLE E
Regulations 96(5), 96(7)
ON INLAND WATERS

<i>Column 1</i> <i>Item number</i>	<i>Column 2</i> <i>Class of vessel</i>	<i>Column 3</i> <i>Item of equipment</i>	<i>Column 4</i> <i>Requirements for inland waters</i>
Mechanically powered recreational vessels			
3		Bucket with lanyard	1
4		Pair of oars with rowlocks or pair of paddles	1
8		Bucket with lanyard	1
10		Lifebuoy	1 – if vessel is 8 metres or more in length but not more than 12 metres in length 2 – if vessel is more than 12 metres in length

- (5) In accordance with regulation 9 of the Regulations, and subject to the conditions set out at clause 2 of this notice, masters of a vessel to which this exemption applies are exempt from regulation 97 of the Regulations – fire fighting equipment required for recreational vessels.

4 **Scope of exemption**

For the avoidance of doubt, this exemption **applies only** with respect to:

- (a) kayaks and canoes that are powered by an electric motor with power output as indicated at clause 1 of this notice, that are recreational vessels operating on Victorian State waters, and
- (b) the provisions of the Act and the Regulations listed above.

Owners and masters of vessels that are the subject of this exemption must at all times comply with all other requirements set out in the Act and the Regulations, including:

- (a) the requirement to adhere to all relevant State waterway rules made under section 184 of the Act; and
- (b) the requirement that masters of mechanically powered vessels equip the vessel with all items of safety equipment that are not listed at clause 3 of this notice above, as required by regulation 96 of the Regulations.

5 **Duration**

This exemption:

- (a) commences on 1 January 2019; and
- (b) continues until 30 June 2020 unless otherwise suspended, cancelled or altered by the Director, Transport Safety.

Dated 12 December 2018

DAVID HOURIGAN
Director, Transport Safety

Pipelines Act 2005

SECTION 67

Minor Alteration to Authorised Route

PIPELINE LICENCE NUMBER	PL56
NAME(S) OF LICENSEE(S)	1. Multinet Gas (DB No. 1) Pty Ltd 2. Multinet Gas (DB No. 2) Pty Ltd
ADDRESS(ES) OF LICENSEE(S)	43–45 Centreway, Mount Waverley, Victoria 3149
DESCRIPTION OF EXISTING AUTHORISED ROUTE	The authorised route of the pipeline commences at the corner of the Princes Highway and Hobart Road, Murrumbeena. The pipeline then proceeds south to the corner of Turner Road and Nepean Highway, Highett. At the corner of Turner Road and Nepean Highway, Highett, the pipeline branches: <ul style="list-style-type: none"> ● One branch crosses the Nepean Highway, Highett, to enter the Highett Regulator Facility at 1138 Nepean Highway, Highett. ● The other branch runs southward along the Nepean Highway, Highett, to the Sir William Fry Reserve regulator facility.
ALTERATION	As from today: <ol style="list-style-type: none"> 1. The authorised route of the pipeline is altered by the removal of the pipe within 1138 Nepean Highway, Highett. 2. The authorised route of the pipeline is delineated by the red line depicted on Drawing Number T342–1–1 Rev H and replaces all existing drawings.

CONDITIONS

As from today the conditions of Pipeline Licence 56 are revoked and replaced with the following conditions:

1. Maximum Allowable Operating Pressure: 2760 kPa
2. Contents: Gaseous hydrocarbons
3. Nominal diameter: 300 mm (approximately)
4. Overall length: 8.3 km (approximately).

Dated 13 December 2018

DON HOUGH
Director, Pipeline Regulation
Delegate of the Minister for Energy, Environment and Climate Change

Port Management Act 1995

PORT MANAGEMENT (LOCAL PORTS) REGULATIONS 2015

Set Aside Determination – Regulation 11(1)

Local Port of Western Port

As the Port Manager of Western Port, Parks Victoria has set aside an area of Western Port Bay to facilitate the Cowes New Year's Eve Fireworks Display organised by Bass Coast Shire Council on the head of Cowes Jetty. The set aside prohibits all persons entering the area between 6.00 pm and 10.00 pm on Monday 31 December 2018. The full declaration including event information is available on Parks Victoria's website.

Dated 4 December 2018

BY ORDER OF PARKS VICTORIA

Port Management Act 1995

PORT MANAGEMENT (LOCAL PORTS) REGULATIONS 2015

Set Aside Determination – Regulation 10, 12 and 13

Local Port of Port Phillip

As the Port Manager of the local Port of Port Phillip, Parks Victoria has made set aside determinations for the purposes of promoting the safe, efficient and effective management of the local port specifically for:

- Portarlington Harbour – to designate berthing areas and time limits, restrict public access to the commercial wharf and ferry berth, designate anchoring areas, designate areas for loading and unloading cargo, and requiring dogs to be on a lead.
- St Kilda Breakwater – to restrict access to the formed paths and boardwalk on the breakwater, and prohibit access beyond the locked gate on the breakwater, and prohibit people in control of dogs or cats on the breakwater.
- to prohibit consumption of alcohol within St Kilda Pier and Breakwater Reserve from 10 December 2018 until 31 March 2019, and annually between 1 November and 31 March; and Kerferd Road and Lagoon Pier Reserve for the period between 20.00 on 30 December 2018 and 12.00 on 2 January 2019, to align with the alcohol controls introduced by the City of Port Phillip.

The full declarations are available on Parks Victoria's website.

Dated 10 December 2018

BY ORDER OF PARKS VICTORIA

Water Act 1989

EXTENSION OF TATURA SEWERAGE DISTRICT DECLARATION 2018

I, Sean Crees, Executive Director, Department of Environment, Land, Water and Planning as the delegate of the Minister administering the **Water Act 1989**, make the following Declaration:

1. Citation

This Declaration is called the Extension of the Tatura Sewerage District Declaration 2018.

2. Authorising Provision

This Declaration is made under section 122T of the **Water Act 1989**.

3. Commencement

This Declaration of the extension of the district will take effect from the date it is published in the Victoria Government Gazette.

4. Preliminary

Goulburn Valley Region Water Corporation submitted the proposal for the extension of the Tatura Sewerage District to the Minister in December 2018. The proposal for this was approved by the Minister for Water under section 122S of the **Water Act 1989**.

5. Area of Extended Water District

The Tatura Sewerage District is extended to include the area delineated by a red border as indicated on the Goulburn Valley Region Water Corporation's Plan Numbers FOL/4800/1S. Copies of these plans may be inspected at the office of the Goulburn Valley Region Water Corporation, located at 104–110 Fryers Street, Shepparton, Victoria 3630.

Dated 12 December 2018

SEAN CREES
Executive Director
Department of Environment, Land, Water and Planning
(as delegate of the Minister)

Water Act 1989**EXTENSION OF TATURA WATER DISTRICT DECLARATION 2018**

I, Sean Crees, Executive Director, Department of Environment, Land, Water and Planning as the delegate of the Minister administering the **Water Act 1989**, make the following Declaration:

1. Citation

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2. Authorising Provision

This Declaration is made under section 122T of the **Water Act 1989**.

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Goulburn Valley Region Water Corporation submitted the proposal for the extension of the Tatura Water District to the Minister in December 2018. The proposal for this was approved by the Minister for Water under section 122S of the **Water Act 1989**.

5. Area of Extended Water District

The Tatura Water District is extended to include the area delineated by a red border as indicated on the Goulburn Valley Region Water Corporation's Plan Numbers FOL/4800/1W. Copies of these plans may be inspected at the office of the Goulburn Valley Region Water Corporation, located at 104–110 Fryers Street, Shepparton, Victoria 3630.

Dated 12 December 2018

SEAN CREES
Executive Director
Department of Environment, Land, Water and Planning
(as delegate of the Minister)

Planning and Environment Act 1987

CARDINIA PLANNING SCHEME

Notice of Approval of Amendment

Amendment C252card

The Minister for Planning has approved Amendment C252card to the Cardinia Planning Scheme.

The Amendment comes into operation on the date this notice is published in the Victoria Government Gazette.

The Amendment corrects a technical error, that occurred during the approval of Amendment GC96, by amending the Schedule to Clause 51.01 Specific Sites and Exclusions to include the Puffing Billy Railway Lakeside Station Precinct.

A copy of the Amendment can be inspected, free of charge, at the Department of Environment, Land, Water and Planning website at www.planning.vic.gov.au/public-inspection and free of charge, during office hours, at the offices of the Cardinia Shire Council, 20 Siding Avenue, Officer.

STUART MENZIES

Director

State Planning Services

Department of Environment, Land, Water and Planning

Planning and Environment Act 1987ALPINE, BENALLA, GREATER SHEPPARTON, INDIGO,
MANSFIELD, MOIRA, MURRINDINDI, STRATHBOGIE, TOWONG,
WANGARATTA AND WODONGA PLANNING SCHEMES

Notice of Approval of Amendment

Amendment GC114

The Minister for Planning has approved Amendment GC114 to the of the Alpine, Benalla, Greater Shepparton, Indigo, Mansfield, Moira, Murrindindi, Strathbogie, Towong, Wangaratta and Wodonga planning schemes.

The Amendment comes into operation on the date this notice is published in the Victoria Government Gazette.

The Amendment makes administrative changes to all local policy and local schedules of each planning scheme by:

- making style, format and technical changes to improve presentation and operation;
- correcting inconsistencies and clerical errors;
- changing the operation of amendment date stamps located next to clause numbers.

A copy of the Amendment can be inspected, free of charge, at the Department of Environment, Land, Water and Planning website at www.planning.vic.gov.au/public-inspection and free of charge, during office hours, at the offices of the Alpine Shire Council, corner Churchill Avenue and Hawthorn Lane, Bright; Benalla Rural City Council, 1 Bridge Street East, Benalla; Greater Shepparton City Council, 90 Welsford Street, Shepparton; Indigo Shire Council, 2 Kurrajong Way, Beechworth; Mansfield Shire Council, 33 Highett Street, Mansfield; Moira Shire Council, 44 Station Street, Cobram; Murrindindi Shire Council, Perkins Street, Alexandra; Strathbogie Shire Council, 109A Binney Street, Euroa; Towong Shire Council, 32 Towong Street, Tallangatta; Wangaratta Rural City Council, corner Ford and Ovens Streets, Wangaratta; Wodonga City Council, 104 Hovell Street, Wodonga.

STUART MENZIES

Director

State Planning Services

Department of Environment, Land, Water and Planning

Planning and Environment Act 1987
PORT PHILLIP PLANNING SCHEME
Notice of Approval of Amendment
Amendment C159port

The Minister for Planning has approved Amendment C159port to the Port Phillip Planning Scheme.

The Amendment comes into operation on the date this notice is published in the Victoria Government Gazette.

The Amendment corrects technical and formatting errors which occurred during approval of Amendment C122.

A copy of the Amendment can be inspected, free of charge, at the Department of Environment, Land, Water and Planning website at www.planning.vic.gov.au/public-inspection and free of charge, during office hours, at the offices of the Port Phillip City Council, St Kilda Town Hall, 99a Carlisle Street, St Kilda, Victoria 3182.

STUART MENZIES
Director
State Planning Services
Department of Environment, Land, Water and Planning

ORDERS IN COUNCIL

Major Transport Projects Facilitation Act 2009

ORDER UNDER SECTION 134 DIVESTING PUBLIC AUTHORITY LAND
FOR AN APPROVED PROJECT

Order in Council

The Governor in Council under section 134(1)(b) of the **Major Transport Projects Facilitation Act 2009**, on the recommendation of the Minister for Public Transport, divests the land identified in the **Schedule**, being land contained within the project area of the Cheltenham Level Crossing Removal Project, from the Director of Housing.

The Governor in Council expressly excludes the operation of section 136(5) of the **Major Transport Projects Facilitation Act 2009** from the land identified in the **Schedule**.

Schedule

Land described as Lot 1 on Title Plan 126563N and contained in Certificate of Title Volume 09980 Folio 845.

This Order comes into effect on the date it is published in the Government Gazette.

Dated 30 October 2018

Responsible Minister:

HON JACINTA ALLAN MP

Minister for Public Transport

ANDREW ROBINSON
Clerk of the Executive Council

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