



Victoria Government Gazette

By Authority of Victorian Government Printer

No. G 15 Thursday 14 April 2022

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GENERAL

TABLE OF PROVISIONS

Private Advertisements		Maddocks Lawyers	1824
Victoria Police –		Mahons with Yuncken & Yuncken	1824
\$1,000,000 Reward		O’Brien Law	1824
Homicide of Melinda Joyce Freeman	1818	Parke Lawyers	1824
Dissolution of Partnership		Perpetuity Legal	1825
Arbsafe Tree Services Pty Ltd	1818	Stidston Warren Lawyers	1825
K. C. Chow, J. D. Wong and		Taits Legal	1825
M. A. Yang	1818	Taylor Splatt & Partners	1825
Estates of Deceased Persons		Tragear & Harris Lawyers	1826
Allman Moroney	1818	Sales by the Sheriff	
Arthur J. Dines & Co.	1818	Corey White	1826
Aughtersons	1819	Cristina Ionita	1826
Australian Unity Trustees		Viiga Junior Filipo Lalatoa	1827
Legal Services	1819	Government and Outer Budget Sector	
Basile & Co. Pty Ltd	1820	Agencies Notices	1828
Beaumont Lawyers	1820	Orders in Council	
Bediaga Xavier & Ramon	1820	Development Victoria	1918
Costanzo Lawyers	1820	Obtainables	1920
De Marco Lawyers	1821		
Donna Marie Dunshore	1821		
Hall & Wilcox Lawyers	1821		
Howard Bear –			
Legal Consulting Services	1821		
Hunt & Hunt	1821		
Hutchinson Legal	1822		
Jansen Walsh & Grace	1823		
Johnstone & Reimer Lawyers	1823		
KHQ Lawyers	1823		
McDonald Slater & Lay	1823		
McNab McNab & Starke	1824		

Advertisers Please Note

As from 14 April 2022

The last Special Gazette was No. 193 dated 13 April 2022.

The last Periodical Gazette was No. 1 dated 9 June 2021.

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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**PUBLICATION OF THE VICTORIA GOVERNMENT GAZETTE (GENERAL)
EASTER WEEK 2022**

Please Note New Deadlines for General Gazette G16/22

The Victoria Government Gazette (General) for **EASTER** week (G16/22) will be published on **Thursday 21 April 2022**.

Copy Deadlines:

Private Advertisements

9.30 am on Thursday 14 April 2022

Government and Outer

Budget Sector Agencies Notices

9.30 am on Thursday 14 April 2022

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.

KIM BURNESSE
Government Gazette Officer

**PUBLICATION OF THE VICTORIA GOVERNMENT GAZETTE (GENERAL)
ANZAC DAY WEEK 2022 (Monday 25 April 2018)**

Please Note New Deadlines for General Gazette G17/22:

The Victoria Government Gazette (General) for ANZAC DAY week (G17/22) will be published on **Thursday 28 April 2022**.

Copy deadlines:

Private Advertisements

9.30 am on Friday 22 April 2022

Government and Outer

Budget Sector Agencies Notices

9.30 am on Tuesday 26 April 2022

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.

KIM BURNESSE
Government Gazette Officer

PRIVATE ADVERTISEMENTS



VICTORIA POLICE
HOMICIDE
OF
MELINDA JOYCE FREEMAN
AT WHITTLESEA
\$1,000,000 REWARD

The co-operation of the public is sought to establish the identity of the person or persons responsible for the death of Melinda Freeman.

A reward of up to \$1,000,000 may be paid at the absolute discretion of the Chief Commissioner of Police, for new information leading to the apprehension and subsequent conviction of the person or persons responsible for the death of Melinda Freeman.

In appropriate cases, the Director of the Office of Public Prosecutions may consider, according to established guidelines, the granting of indemnification from prosecution to any person who provides information as to the identity of the principal offender or offenders in this matter.

Any information given will be treated as confidential and may be given at any time to Crime Stoppers on 1800 333 000.

Any payment of a reward will be subject to the applicant signing a deed of confidentiality prior to payment.

SHANE PATTON APM
Chief Commissioner of Police

DISSOLUTION OF PARTNERSHIP
Partnership Act 1958

Take notice that as from 31 January 2022, the partnership of Mark Andrew Griffin as trustee for Griffin Discretionary Trust and Paul Thomas Stenner as trustee for Stenner Discretionary Trust who traded as 'Arbsafe Tree Services Pty Ltd' was dissolved.

ROBERTS BECKWITH PARTNERS,
16 Blamey Place, Mornington 3931.

DISSOLUTION OF PARTNERSHIP

Pursuant to section 41 of the **Partnership Act 1958**, the partnership of K. C. Chow and J. D. Wong and M. A. Yang, ABN 37 268 862 799, has been dissolved by notice with effect from 1 April 2022.

Re: Estate of LINA ROZMUS, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of LINA ROZMUS, late of 44 Barkly Street, Sale, Victoria, deceased, who died on 24 December 2021, are required to send particulars of their claims to the solicitors acting on behalf of the estate, being Allman Moroney, of 121 Raymond Street, Sale, Victoria, on or before 14 June 2022, after which date they will distribute the assets, having regard only to the claims of which they then have notice.

ALLMAN MORONEY,
121 Raymond Street, Sale 3850.
Email: sll@allmanmoroney.com.au

TRAIANI GROUIOS, late of 31 Kay Avenue, Lalor 3075, in the State of Victoria, pensioner, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 14 December 2021, are required by the executor, Arthur Grouios, care of Arthur J. Dines & Co., solicitors, 2 Enterprise Drive, Bundoora, in the said State, to send particulars to him by 13 June 2022, after which date the executor may convey or distribute the assets, having regards only to claims to which he has notice.

Dated 4 April 2022

ARTHUR J. DINES & CO.,
property law advisors,
2 Enterprise Drive, Bundoora 3083.

PARASKEVI JEREMIC, late of 22 Heather Avenue, Thomastown 3074, in the State of Victoria, pensioner, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 27 October 2021, are required by the executrix, Ljubica Jeremic, care of Arthur J. Dines & Co., solicitors, 2 Enterprise Drive, Bundoora,

in the said State, to send particulars to her by 13 June 2022, after which date the executrix may convey or distribute the assets, having regards only to claims to which she has notice.

Dated 4 April 2022

ARTHUR J. DINES & CO.,
property law advisors,
2 Enterprise Drive, Bundoora 3083.

JIM ANTHONY MIFSUD, late of 2 Chester Court, Fawkner, in the State of Victoria, pensioner, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 11 November 2020, are required by the administrator, Theresa Pauline Michelina Borg, care of Arthur J. Dines & Co., solicitors, 2 Enterprise Drive, Bundoora, in the said State, to send particulars to her by 13 June 2022, after which date the administrator may convey or distribute the assets, having regards only to claims to which she has notice.

Dated 6 April 2022

ARTHUR J. DINES & CO., solicitors,
2 Enterprise Drive, Bundoora 3083.

SERAFINA SCHIAVELLO, late of 867 Sydney Road, Coburg, in the State of Victoria, machinist, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 4 November 2021, are required by the executors, Mary Borgese and Antonino Schiavello, care of Arthur J. Dines & Co., solicitors, 2 Enterprise Drive, Bundoora, in the said State, to send particulars to them by 13 June 2022, after which date the executors may convey or distribute the assets, having regards only to claims to which they have notice.

Dated 6 April 2022

ARTHUR J. DINES & CO.,
property law advisors,
2 Enterprise Drive, Bundoora 3083.

EUPHROSSYNE SOVITSLIS, late of 45 Silvan Road, Wattle Glen, in the State of Victoria, pensioner, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased,

who died on 26 December 2021, are required by the executors, Flora Bekiaris and George Sovitslis, care of Arthur J. Dines & Co., solicitors, 2 Enterprise Drive, Bundoora, in the said State, to send particulars to them by 13 June 2022, after which date the executors may convey or distribute the assets, having regards only to claims to which they have notice.

Dated 6 April 2022

ARTHUR J. DINES & CO.,
property law advisors,
2 Enterprise Drive, Bundoora 3083.

LEO JUSTIN COSTELLO, late of 77–117 Mount Dandenong Road, Croydon, Victoria.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 22 December 2021, are required by the personal representative, Rebecca Louise Gueldemann, to send particulars to her, care of the undermentioned solicitors, by 14 June 2022, after which date the personal representative may convey or distribute the assets, having regard only to the claims of which she then has notice.

AUGHTERSONS,
267 Maroondah Highway, Ringwood 3134.

MARGARET ALLISON BLACK, late of 10 Bennett Street, Richmond, Victoria, deceased, librarian.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 1 January 2022, are required by Australian Unity Trustees Limited, ACN 162 061 556, of 15/271 Spring Street, Melbourne, Victoria, having been duly authorised by Ralph Stewart Black, the brother of the deceased, to send particulars to it by 14 July 2022, 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,
15/271 Spring Street, Melbourne, Victoria 3000.

ISABELLA O'DONNELL, late of 6 Netherbrae Road, Frankston, Victoria, deceased, bookkeeper.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 26 April 2009, are required by Australian Unity Trustees Limited, ACN 162 061 556, of 15/271 Spring Street, Melbourne, Victoria, having been duly authorised by Maureen Kepalas, the executor, to send particulars to it by 14 July 2022, 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,
15/271 Spring Street, Melbourne, Victoria 3000.

Estate KEITH STANLEY BERNASOCHI, late of 35 Andrew Street, Kerang, Victoria, farmer, deceased.

Creditors, next-of-kin and others having claims in respect of the abovenamed deceased, who died on 27 November 2021, are required by the executor, Nancy May Bernasochi, to send particulars of such claims to her, in care of the undermentioned solicitors, within two months from the date of publication of this notice, after which date she will distribute the assets, having regard only to the claims of which she then has notice.

Dated 7 April 2022

BASILE & CO. PTY LTD, legal practitioners, consultants and conveyancers (Vic. and NSW), 46 Wellington Street, Kerang, Victoria 3579.
RB:BD:21430.

Estate GWENDOLYN DAWN HEAP, late of Cohuna Retirement Village, 38 Augustine Street, Cohuna, Victoria, farmer, deceased.

Creditors, next-of-kin and others having claims in respect of the abovenamed deceased, who died on 9 January 2022, are required by the executor, Kenneth Mervyn Heap, to send particulars of such claims to him, in care of the undermentioned solicitors, within two months from the date of publication of this notice, after which date they will distribute the assets, having regard only to the claims of which they then have notice.

Dated 4 April 2022

BASILE & CO. PTY LTD, legal practitioners, consultants and conveyancers (Vic. and NSW), 46 Wellington Street, Kerang, Victoria 3579.
RB:BD:22048.

LANCE DE JONG, late of 133A Switchback Road, Chirnside Park, Victoria, painter, deceased.

Creditors, next-of-kin and all others having claims in respect of the deceased, who died on 27 November 2021, are required by the trustees, Harry De Jong and Sjoerd De Jong, care of Beaumont Lawyers, 34 Brice Avenue, Mooroolbark, Victoria, to send particulars by a date no longer 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 they then have notice.

Re: SARA CEJAS, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, late of 24 Sutherland Street, Coburg, Victoria, pensioner, who died on 10 October 2021, are required by the trustee, Jose Alberto Cejas, to send particulars to the trustee, care of the lawyers named below, by 16 June 2022, after which date the trustee may convey or distribute the assets, having regard only to the claims of which the trustee has notice.

BEDIAGA XAVIER & RAMON, lawyers,
PO Box 275, Brunswick, Victoria 3056.

GREGORIA FERRARO, late of 57 Andersons Creek Road, Doncaster East, Victoria, machinist, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the abovenamed deceased, who died on 31 July 2021, are required by the executors, Alicia Melanie Demiri and Shannon Travis Daly, care of Suite 2, 261–265 Blackburn Road, Doncaster East, Victoria 3109, to send particulars of their claims to them, within 60 days of the date of this notice, after which date the executors may convey or distribute the assets of the estate, having regard only to the claims of which they then have notice. Probate was granted in Victoria on 22 December 2021.

COSTANZO LAWYERS,
Suite 2, 261–265 Blackburn Road,
Doncaster East, Victoria 3109.
Ph: 03 9894 5888.

Re: GIOVANNI CARMUSCIANO, late of 38 Melbourne Avenue, Glenroy, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 23 November 2021, are required by the trustee, Gina Radatti, 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: GINO CIPRIANI, late of 101 Cardinal Road, Glenroy, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 25 December 2021, are required by the trustees, Silvio Cipriani and Elisa Cipriani, to send particulars to the trustees, care of the undermentioned solicitors, within 60 days from the publication hereof, after which date the trustees may convey or distribute the assets, having regard only to the claims of which the trustees have notice.

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

Re: ALAN MARK DUNSHORE, late of 8 Bayliss Place, Vermont, Victoria, general manager, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 6 August 2021, are required to send particulars of their claims to the administrator, Donna Marie Dunshore, care of the undermentioned address, on or before 9 June 2022, after which date the administrator will distribute the assets, having regard only to the claims of which she then has notice.

DONNA MARIE DUNSHORE,
8 Bayliss Place, Vermont, Victoria 3133.

Re: SUSAN HELEN TAYLOR, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 25 August 2021, are required

by the personal representatives, Sasha Pir Taylor, Louise Suzanne Taylor and Pir Emmy Taylor-Price, to send particulars to the personal representatives, care of its below lawyers, by 13 June 2022, after which date the personal representatives may convey or distribute the assets, having regard only to the claims of which they have notice.

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

Estate NICHOLAS POLITES, late of Unit 2, 121 Locksley Road, Ivanhoe, Victoria 3079, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 14 January 2022, are required by Terry Lillis, the trustee of the estate of the deceased, to send particulars of their claims to his undermentioned lawyer by 30 June 2022, after which date the trustee may convey or distribute the assets, having regard only to the claims of which the trustee has notice.

HOWARD BEAR –
LEGAL CONSULTING SERVICES,
PO Box 8262, Camberwell North, Victoria 3124.

Trustee Act 1958

SECTION 33 NOTICE

Notice to Claimants

KENNETH SCOTT BALFOUR, late of Gisborne Oaks Residential Aged Care, 8 Neal Street, Gisborne, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 3 December 2021, are required by Equity Trustees Wealth Services Limited, ACN 006 132 332, of Level 1, 575 Bourke Street, Melbourne, Victoria, the executor of the estate of the deceased, to send particulars of their claims by 14 June 2022, after which date the executor may convey or distribute the assets, having regard only to the claims of which it then has notice.

HUNT & HUNT,
Level 5, 114 William Street, Melbourne,
Victoria 3000.
Ref: 9642338.

Trustee Act 1958**SECTION 33 NOTICE**

Notice to Claimants

RUTH MEADTH, late of 12 Goodall Drive, Lilydale, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 9 November 2021, are required by Equity Trustees Wealth Services Limited, ACN 006 132 332, of Level 1, 575 Bourke Street, Melbourne, Victoria, the executor of the estate of the deceased, to send particulars of their claims by 14 June 2022, after which date the executor may convey or distribute the assets, having regard only to the claims of which it then has notice.

HUNT & HUNT,
Level 5, 114 William Street, Melbourne,
Victoria 3000.
Ref: 9642339.

Trustee Act 1958**SECTION 33 NOTICE**

Notice to Claimants

NEVILLE JOHN SUTHERLAND, late of Unit 3, 15 St Huberts Road, Carnegie, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 4 February 2022, are required by Equity Trustees Wealth Services Limited, ACN 006 132 332, of Level 1, 575 Bourke Street, Melbourne, Victoria, the executor of the estate of the deceased, to send particulars of their claims by 14 June 2022, after which date the executor may convey or distribute the assets, having regard only to the claims of which it then has notice.

HUNT & HUNT,
Level 5, 114 William Street, Melbourne,
Victoria 3000.
Ref: 9642344.

BARBARA ANNE ANGLAND, late of Tabulam and Templer Homes for the Aged, 31–41 Elizabeth Street, Bayswater, Victoria 3153, bookkeeper, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased,

who died on 10 January 2022, are required by the personal representative, Charles Henry Holden, to send particulars of such claim to him, care of the undersigned, by 13 June 2022, after which date the personal representative may convey or distribute the assets, having regard only to the claims of which he then has notice.

HUTCHINSON LEGAL,
38 New Street, Ringwood, Victoria 3134.

ROBYN JOY CABLE, late of Unit 4, 4 Ashford Avenue, Rockingham, Western Australia 6968, retail assistant, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 14 December 2021, are required by the personal representatives, Damien Scott Eaton and Rebecca Kate Baker, to send particulars of such claims to them, care of the undersigned, by 13 June 2022, after which date the personal representatives may convey or distribute the assets, having regard only to the claims of which they then have notice.

HUTCHINSON LEGAL,
38 New Street, Ringwood, Victoria 3134.

WILLIAM JAMES EASTWELL, late of 3 Fairbairn Road, Cranbourne, Victoria 3977, maintenance worker, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 15 June 2021, are required by the personal representative, Anita Christine Kelly, to send particulars of such claim to her, care of the undersigned, by 13 June 2022, after which date the personal representative may convey or distribute the assets, having regard only to the claims of which she then has notice.

HUTCHINSON LEGAL,
38 New Street, Ringwood, Victoria 3134.

NORMA JOYCE KLAUSMEIER, late of 7 Rupert Street, Ringwood, Victoria 3134, home duties, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 20 October 2021, are required by the personal representative, Jason Alfred Lau, to send particulars of such claim to him, care of

the undersigned, by 13 June 2022, after which date the personal representative may convey or distribute the assets, having regard only to the claims of which he then has notice.

HUTCHINSON LEGAL,
38 New Street, Ringwood, Victoria 3134.

RUBY MARGUERITE PAINTER, of Gordon Grove, Tecoma, Victoria, widow, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of RUBY MARGUERITE PAINTER, who died at the above address on 15 March 1966, are required by William Charles Painter, the executor of the Will of Ronald Ernest Painter, the surviving executor of the Will of the abovenamed deceased, to send particulars of their claims to him, care of Jansen Walsh & Grace, Suite 30, Wantirna Mall, 348 Mountain Highway, Wantirna, Victoria 3156, by 30 June 2022, after which date he may convey or distribute the assets, having regard only to the claims of which he then has notice.

JANSEN WALSH & GRACE,
Suite 30, Wantirna Mall,
348 Mountain Highway, Wantirna, Victoria 3156.
Phone: 03 9720 2922.
info@jwglawyers.com.au

FREDERICK GEORGE WILMSHURST, late of 15 Schneider Street, Ferntree Gully, Victoria, retired sales representative, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of FREDERICK GEORGE WILMSHURST, who died at the above address on 18 October 2020, are required by Janice Boakes, the administratrix of the estate of the abovenamed deceased, to send particulars of their claims to her, care of Jansen Walsh & Grace, Suite 30, Wantirna Mall, 348 Mountain Highway, Wantirna, Victoria 3156, by 1 July 2022, after which date the administratrix may convey or distribute the assets, having regard only to the claims of which she then has notice.

JANSEN WALSH & GRACE,
Suite 30, Wantirna Mall,
348 Mountain Highway, Wantirna, Victoria 3156.
Phone: 03 9720 2922.
Email: info@jwglawyers.com.au

NOEL JOSEPH RYAN, late of 57 Rea Street, Shepparton.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died 18 December 2021, are required by the personal representative, Gary Francis Ryan, to send particulars to him, care of the undermentioned solicitors, by 14 June 2022, after which date the personal representative may convey or distribute the assets, having regard only to the claims of which he then has notice.

JOHNSTONE & REIMER LAWYERS,
2 Morecroft Place, Lilydale, Victoria 3140.

Re: ARNIS JURIS KLAIKALIETIS, late of 9 Harrison Rise, Clifton Springs, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 13 December 2021, are required by the trustee, Lara Dowd, to send particulars to the trustee, care of the undermentioned solicitors, by 14 June 2022, after which date the trustee may convey or distribute the assets, having regard only to the claims of which the trustee then has notice.

KHQ LAWYERS,
Level 4, 600 Bourke Street, Melbourne,
Victoria 3000.

Re: MARILYN MARJORIE MIGLIC, late of 181–183 Wattletree Road, Malvern, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 13 June 2020, are required by the trustee, Ines Kallweit, of Level 4, 600 Bourke Street, Melbourne, Victoria, to send particulars to the trustee, care of the undermentioned solicitors, by 17 June 2022, after which date the trustee may convey or distribute the assets, having regard only to the claims of which the trustee then has notice.

KHQ LAWYERS,
Level 4, 600 Bourke Street, Melbourne,
Victoria 3000.

NEIL ROSS, late of 218 Nepean Highway, Parkdale, Victoria 3195, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the Will of the abovenamed deceased, who died on 3 December 2021,

are required by the executors, Ian Charles Slater and Peter Edmund Thompson, care of the undermentioned solicitors, to send particulars of their claims to them within 60 days from the date of publication hereof, after which date the executors may convey or distribute the assets, having regard only to the claims of which they then have notice. Probate was granted in Victoria on 25 February 2022.

MCDONALD SLATER & LAY, solicitors,
136 Balcombe Road, Mentone, Victoria 3194.

DAVID NORMAN FAIRY, late of Water Gardens Aged Care, 352 Sydenham Road, Sydenham, Victoria, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the abovenamed deceased, who died at Water Gardens, Sydenham, Victoria, on 27 May 2021, are required by Adrienne Joy Dooley and Glennis Anne Moss, the executors and trustees of the estate of the said named deceased, to send particulars of their claims to them, care of McNab McNab & Starke, Level 10, 552 Lonsdale Street, Melbourne, Victoria 3000, by 6 July 2022, after which date they may convey or distribute the assets of the estate, having regard only to the claims of which they then have notice.

McNAB McNAB & STARKE,
Level 10, 552 Lonsdale Street,
Melbourne, Victoria 3000.
Ph: 03 9670 9691. Ref: JRJ:211009.

ELMA STUART REES COLE, late of Mornington Bay Care Community Aged Care, 185 Racecourse Road, Mount Martha, Victoria 3934, Australia, but formerly of 'Tillabudgery' Stanleys Road, Balnarring, Victoria 3926, Australia, farmer, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 12 January 2022, are required by the trustees, Christopher Martin Beeny and Jonathan Athol Hyde, to send particulars of their claims to the undermentioned firm by 15 June 2022, after which date the trustees may convey or distribute the assets, having regard only to the claims of which the trustees have notice.

MADDOCKS LAWYERS,
Collins Square, Tower Two, Level 25,
727 Collins Street, Melbourne, Victoria 3008.

Estate of JULIE SHARP, late of 5 Miriam Court, Inverloch, Victoria.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 19 February 2022, are required by the executors, Andrew John Paton and Sharon Margaret Bartlett, to send particulars to them, care of the undermentioned solicitors, by 16 June 2022, after which date the executors may convey or distribute the assets, having regard only to the claims of which they then have notice.

MAHONS with Yuncken & Yuncken, solicitors,
177 Surrey Road, Blackburn 3130.
SWM:2220293.

BENNO HORST OTTO FIEK, late of 2 Hearse Road, Millgrove, Victoria 3799, heavy vehicle operator, deceased.

Creditors, next-of-kin and others having claims in respect of the Will/estate of the abovenamed deceased, who died on 15 December 2021, are required by the executors, Peter Karl Fiek and Andrew William Fiek, care of Ground Floor, 290 Maroondah Highway, Healesville, Victoria 3777, to send particulars of their claims to them by 14 June 2022, after which date the executors may convey or distribute the assets and distribute the estate, having regard only to the claims of which the executors have notice. Probate was granted in Victoria on 16 March 2022.

ALMA MARY HELM, late of 100 Airlie Road, Healesville, Victoria 3777, farmer, deceased.

Creditors, next-of-kin and others having claims in respect of the Will/estate of the abovenamed deceased, who died on 11 December 2021, are required by the executor, Laraine Annette Haslam, care of Ground Floor, 290 Maroondah Highway, Healesville, Victoria 3777, to send particulars of their claims to her by 14 June 2022, after which date the executor may convey or distribute the assets and distribute the estate, having regard only to the claims of which the executor has notice. Probate was granted in Victoria on 15 March 2022.

Re: Estate of ANNE ELIZABETH WRIGHT, deceased, late of 12 Gabriella Court, Ringwood North, Victoria 3134.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died 18 November 2021, are required by the executor of the estate, Christopher Andrew Wright, to send particulars of their claims to him, care of the undermentioned solicitors, by 14 June 2022, after which date the executor may convey or distribute the assets, having regard only to the claims of which he then has notice.

PARKE LAWYERS,
8 Market Street, Ringwood, Victoria 3134.

PENELOPE MacLENNAN, late of Unit 4, 8 Jolimont Terrace, East Melbourne, Victoria 3002, sales manager, deceased.

Creditors, next-of-kin and others having claims in respect of the Will/estate of the abovenamed deceased, who died on 22 November 2021, are required by the executors, Scott Andrew MacLennan and Alistair Donald MacLennan, care of Level 11, 456 Lonsdale Street, Melbourne, Victoria 3000, to send particulars of their claims to them by 16 June 2022, after which date the executors may convey or distribute the assets and distribute the estate, having regard only to the claims of which they then have notice. Probate was granted in Victoria on 22 March 2022.

PERPETUITY LEGAL,
Level 11, 456 Lonsdale Street, Melbourne,
Victoria 3000.
Ph: 03 9070 9883. Contact: Lav Chhabra.

VERA PRONENKO, late of 28 Beauford Avenue, Bell Post Hill, Victoria 3215, Australia, school teacher, deceased.

Creditors, next-of-kin and others having claims in respect of the Will/estate of the abovenamed deceased, who died on 26 August 2018, are required by the administrator, Basil Paramonov, care of Level 11, 456 Lonsdale Street, Melbourne, Victoria 3000, to send particulars of their claims to him by 16 June 2022, after which date the administrator may convey or distribute the assets and distribute the estate, having regard only to the claims of which he then has notice. Letters of Administration with the Will annexed were granted in Victoria on 22 September 2021.

PERPETUITY LEGAL,
Level 11, 456 Lonsdale Street,
Melbourne, Victoria 3000.
Ph: 03 9070 9883. Contact: Lav Chhabra.

JANICE ANN BURKE, late of 4 Malibu Way, Mount Martha, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of JANICE ANN BURKE, the deceased, who died on 7 February 2022, are required by the executor, Christopher Vernon Burke, to send particulars to him, care of the undermentioned solicitors, by 27 June 2022, 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, Morningson 3931.

STEPHEN DAVID GRAY, late of Unit 3, 14 Oakland Street, Morningson, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of STEPHEN DAVID GRAY, the deceased, who died on 2 November 2021, are required by the executor, Moira Jean Gray, to send particulars to her, care of the undermentioned solicitors, by 20 June 2022, after which date the executor may convey or distribute the assets, having regard only to the claims of which she then has notice.

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

Re: FLOSSIE CROW, also known as Rita Florence Crow, late of Moyneyana, 31 College Street, Port Fairy, Victoria 3284, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 20 March 2021, are required by the executors and trustees, Ian James Crow, Maxwell Eric Crow and Diane Margaret Silveri, to send particulars to them, care of the undermentioned solicitors, by 13 June 2022, after which date they may convey or distribute the assets, having regard only to the claims of which they then have notice.

TAITS LEGAL,
121 Kepler Street, Warrnambool 3280.

Creditors, next-of-kin or others having claims in respect of the estate of JOHN CYBULA, deceased, late of Unit 12, 205 Ballarto Road, Carrum Downs, Victoria, who died on 16 September 2021, are to send particulars of their claim to the executors, care of the

undermentioned solicitors, by 23 June 2022, after which date the executors will distribute the assets, having regard only to the claims of which they then have notice.

TAYLOR SPLATT & PARTNERS,
PO Box 8278, Carrum Downs, Victoria 3201.
Phone: 03 9783 7700.
Email: alan@taylorsplatt.com.au

Re: ANTONIA BLANCHE TOUSSAINT,
late of 55 Thomas Street, Noble Park, Victoria
3174, factory worker, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died 12 March 2022, are required by the executor, Frederick Lorensz Toussaint, to send particulars to him, care of the undermentioned solicitors, by 17 June 2022, after which date the executor may convey and distribute the assets, having regard only to the claims of which he then has notice.

TRAGEAR & HARRIS LAWYERS,
1/23 Melrose Street, Sandringham 3191.

ADVERTISEMENT OF ONLINE AUCTION BY THE SHERIFF

On Tuesday 17 May 2022 at 11.00 am, unless process is stayed or satisfied, all the estate and interest, if any, of the person(s) named below, in the land described below, will be auctioned online by the Sheriff.

Corey White of Unit 23, 5 Thompson Road, Patterson Lakes, Victoria 3197, as shown on Certificate of Title as Corey John White, sole proprietor of an estate in fee simple in the land described on Certificate of Title Volume 10539 Folio 333, upon which is erected a Unit and known as Unit 23, 5 Thompson Road, Patterson Lakes, Victoria 3197.

The following recordings in the Register affect or may affect the land as at 24 March 2022:

- Registered Mortgage (AH710834G),
- Owners Corporation 1 Plan No. PS417730N.

The Sheriff is unable to provide access to these properties. Refer to the advertisement on realestate.com.au for further information.

Terms: 10% deposit on the fall of the hammer. Balance within 14 days unless as stated in particulars of sale in contract of sale. Payment is by EFT only, using OSKO.

Note: This is an online auction only, online registration is required. A copy of the registration form can be obtained from the website listed below. All registration forms must be emailed to realestatesection@justice.vic.gov.au prior to the auction to participate.

Please visit the Sheriff's Office Victoria Real Estate Section website at www.justice.vic.gov.au/sheriffrealestate for an information sheet on Sheriff's Auctions, a contract of sale and further information. Alternately, you can contact the Sheriff's Office Victoria Real Estate Section at realestatesection@justice.vic.gov.au

SHERIFF OF VICTORIA

ADVERTISEMENT OF ONLINE AUCTION BY THE SHERIFF

On Thursday 19 May 2022 at 11.00 am, unless process is stayed or satisfied, all the estate and interest, if any, of the person(s) named below, in the land described below, will be auctioned online by the Sheriff.

Cristina Ionita, sole proprietor of an estate in fee simple in the land described on Certificate of Title Volume 10209 Folio 198, and Volume 09917 Folio 743, upon which is erected a brick dwelling and known as 6 Ford Street, Beechworth, Victoria 3747.

The following recordings in the Register affect or may affect the land as at 25 March 2022:

- Registered Caveat (AS584247A),
- Registered Caveat (AU694523V),
- Registered Caveat (AV388497S).

The Sheriff is unable to provide access to these properties. Refer to the advertisement on realestate.com.au for further information.

Terms: 10% deposit on the fall of the hammer. Balance within 14 days unless as stated in particulars of sale in contract of sale. Payment is by EFT only, using OSKO.

Note: This is an online auction only, online registration is required. A copy of the registration form can be obtained from the website listed below. All registration forms must be emailed to realestatesection@justice.vic.gov.au prior to the auction to participate.

Please visit the Sheriff's Office Victoria Real Estate Section website at www.justice.vic.gov.au/sheriffrealestate for an information sheet on

Sheriff's Auctions, a contract of sale and further information. Alternately, you can contact the Sheriff's Office Victoria Real Estate Section at realestatesection@justice.vic.gov.au

SHERIFF OF VICTORIA

ADVERTISEMENT OF ONLINE AUCTION
BY THE SHERIFF

On Thursday 19 May 2022 at 11.00 am, unless process is stayed or satisfied, all the estate and interest, if any, of the person(s) named below, in the land described below, will be auctioned online by the Sheriff.

Viiga Junior Filipo Lalatoa of Unit 4, 150–156 Waminda Avenue, Campbelltown, New South Wales 2560, as shown on Certificate of Title as Viiga Jr Filipo Lalatoa, sole proprietor of an estate in fee simple in the land described on Certificate of Title Volume 10967 Folio 652, upon which is erected a house and known as 1 Fiscus Court, Cranbourne, Victoria 3977.

The following recordings in the Register affect or may affect the land as at 1 April 2022:

- Registered Mortgage AF842080N,
- Registered Mortgage AH375199V,
- Covenant PS546806H.

The Sheriff is unable to provide access to these properties. Refer to the advertisement on realestate.com.au for further information.

Terms: 10% deposit on the fall of the hammer. Balance within 14 days unless as stated in particulars of sale in contract of sale. Payment is by EFT only, using OSKO.

Note: This is an online auction only, online registration is required. A copy of the registration form can be obtained from the website listed below. All registration forms must be emailed to realestatesection@justice.vic.gov.au prior to the auction to participate.

Please visit the Sheriff's Office Victoria Real Estate Section website at www.justice.vic.gov.au/sheriffrealestate for an information sheet on Sheriff's Auctions, a contract of sale and further information. Alternately, you can contact the Sheriff's Office Victoria Real Estate Section at realestatesection@justice.vic.gov.au

SHERIFF OF VICTORIA

GOVERNMENT AND OUTER BUDGET SECTOR AGENCIES NOTICES



ROAD DISCONTINUANCE

In accordance with section 206(1) and Clause 3 of Schedule 10 of the **Local Government Act 1989** and section 12 of the **Road Management Act 2004**, East Gippsland Shire Council declares the laneway identified as Council asset number 103064 Main Street to MacLeod Street, shown below hatched, discontinued.

The road is to be sold subject to any right, power or interest held by East Gippsland Water over the whole of the road in connection with any sewers, drains or pipes under the control of that authority; and Ausnet Services over the whole of the road in connection with any wires or cables under the control of that authority.



ANTHONY BASFORD
Chief Executive Officer



ORDER No. 4 OF SECTION 10A(2), 25(2) AND 26(2) OF
THE **DOMESTIC ANIMALS ACT 1994**

1. Revocation

- (1) All previous Orders made by Council under section 26 of the **Domestic Animals Act 1994** are revoked.

2. Cats to be desexed

- (1) After 14 April 2022 Port Phillip City Council will not register a cat unless the cat is desexed.
- (2) Sub-clause (1) does not apply if the cat is exempt from desexing under section 10B of the **Domestic Animals Act 1994** or the cat was previously registered with Port Phillip City Council.

3. Cat Curfew

- (1) All cats within the municipal district of Port Phillip City Council must be securely confined to their owner's premises between the hours of 9 pm and 6 am the following day effective from 14 April 2022.

4. Dogs must be under effective control

- (1) The Owner of any dog must keep the dog under effective control by a chain, cord or leash held by the Owner and attached to the dog while the dog is in a Public Place except where that Public Place is a Designated Area.
- (2) Sub-clause (1) does not apply where a chain cord or leash attached to the dog is securely fastened to a post or other fixture.

5. Prohibited Areas

- (1) A dog must not enter or remain in any Prohibited Area.
- (2) The prohibition under sub-clause (1) applies in a Prohibited Area regardless of whether or not the dog is under effective control by a chain, cord or leash held by the Owner and attached to the dog or otherwise controlled or not controlled.

6. Owner's obligations in a Designated Area

- (1) A dog may be exercised in a Designated Area, without being under effective control by a chain, cord or leash held by the Owner and attached to the dog, if:
- (a) the Owner carries a chain, cord or leash sufficient to bring the dog under effective control by placing the dog on a chain, cord or leash if the dog behaves in a manner which threatens any person or animal;
- (b) the Owner remains in effective voice control and/or hand control of the dog within constant sight of the dog so as to be able to promptly bring the dog under control by placing the dog on a chain, cord or leash if that becomes necessary or desirable to avoid any wandering out of effective control or to avoid any threatening behaviour or any attack;
- (c) the dog does not worry or otherwise threaten any person or animal, or attack or bite any person or animal; and
- (d) the dog does not come within 20 metres of any organised sporting event or training taking place on a ground/playing surface/training space whilst the organised sporting event or training is taking place.

7. Non-application to specified dogs or greyhounds

- (1) Clause 4 of this Order does not apply to any dog which is a dangerous dog, menacing dog or restricted breed dog under the **Domestic Animals Act 1994** or to a greyhound which must meet the restraint requirements in section 27 of the Act.

8. Meaning of words

In this Order:

Designated Area means an area (including an area on or between specified times and on or between specified dates) described as such in Schedule 1 but does not include any area within 20 metres of any organised sporting event or training taking place on a ground/playing surface/training space whilst the organised sporting event or training is taking place.

Plan means, when used in the Schedule, a plan appended to the Schedule.

Owner has the same meaning as in the **Domestic Animals Act 1994**.

Prohibited Area means an area (including an area on or between specified times and on or between specified dates) described as such in Schedule 2.

Public Place has the meaning given to it in the **Summary Offences Act 1966**, and includes all streets, roads, footways, reserves, lanes, parks, schools, public halls and markets.

Schedule means a Schedule to this Order.

Schedule 1
Designated Areas

Area of Land	Time	Melway Ref.
Beach A being the area of land west of Pier Road extending to the low water mark between St Kilda Pier and the drainage channel at the north-western end of Pier Road.	Always	57 / J8–9
Beach B being the area of land and/or sand south-west of Beaconsfield Parade between an imaginary line (extending in a south-westerly direction from the north-western boundary of Langridge Street to the high water mark) and another imaginary line (extending in a south-westerly direction from the north-western edge of the West Beach Pavilion to the high water mark).	Always	57 / H8
Beach C being the area of land south-west of Beach Street between an imaginary line (extending in a north-easterly direction from the low water mark at Lagoon Pier to Beach Street) and another imaginary line (extending in a south-westerly direction from the north-west boundary of Bay Street to the low water mark) adjacent to Port Melbourne Yacht Club.	Always	57 / B4
Beach D being the area of land south of The Boulevard between an imaginary line (extending in a northerly direction from the rock groyne opposite Barak Road between the low water mark and The Boulevard) and another imaginary line (extending in a northerly direction from the rock groyne opposite Cumberland Road between the low water mark and The Boulevard).	Always	56 / H3

Beach E being the area of land south-west of Beaconsfield Parade extending to the low water mark between Kerferd Road Pier and an imaginary line (extending in a south-westerly direction from the north-west boundary of Langridge Street to the low water mark).	Between 7.30 pm and 10.00 am the following day between 1 November and 31 March; full off-leash access 1 April – 31 October	57 / E6–H7
Beach F being the area of land south-west of Ormond Esplanade extending from the sea wall to the low water mark between the rock groyne south of Point Ormond and an imaginary line at the beach access ramp, 35 metres south-east of Normanby Road (extending in a south-westerly direction to the low water mark).	Between 5.30 am and 9.30 am between 1 November and 31 March; full off-leash access 1 April – 31 October	67 / A3
Beach G being the area of land west of Marine Parade extending from the sea wall to the low water mark between Brooks Jetty and the northern end of the car park toward St Kilda Marina.	Always	57 / K11–12
All beaches in the municipal district (other than Beach A, Beach B, Beach C, Beach D and Beach E, Beach F and Beach G).	Only between 1 April and 31 October each year.	
The following areas, as indicated by signage indicating off-leash areas:		
Head Street Reserve, Elwood	Always	67 / D5
Clarke Reserve, Elwood	Always	67 / C1
M. O. Moran Reserve, Elwood	Always	67 / A1
Marina Point Reserve, St Kilda	Always	67 / A1–2
Peanut Farm Reserve, St Kilda	Always	58 / A11
Alma Park East, St Kilda East (north of oval – south of Dandenong Road)	Always	58 / E8
Alma Park West, St Kilda	Always	58 / E8
Gasworks Park, Albert Park	Always	57 / D4
Lagoon Reserve, Port Melbourne	Always	57 / C3
Howe Reserve, Port Melbourne	Always	57 / D1
Page Reserve, Port Melbourne	Always	57 / D1
Smith Reserve, Port Melbourne	Always	57 / C2
Hester Reserve, Port Melbourne	Always	57 / B2
J. L. Murphy Reserve, Port Melbourne	Always	56 / K1
Garden City Reserve, Port Melbourne	Always	56 / K2
Julier Reserve, Port Melbourne	Always	56 / H2
Eastern North Reserve, South Melbourne	Between 7.00 am and 7.30 pm.	

Schedule 2
Prohibited Areas

Area of Land	Time	Melway Ref.
Beach H, being a section of Sandridge Beach being the area of land and sand from an imaginary line (being an extension to the low water mark of the easterly boundary of Todd Road) and extending between the north-western boundary of the municipal district and the low water mark to the south-western boundary of the municipal district beyond the Perce White Reserve. Excluding the sealed road reserve including the car park and adjacent footpath from Todd Road towards the south-western boundary of the municipal district and the footpath between the end of the road reserve and that boundary.	Always	56 / G3
Beach I, being a section of West Beach, St Kilda being the area of land and sand south-west of Pier Road and Beaconsfield Parade from the drainage channel at the south-western boundary of Pier Road to the high water mark to another imaginary line (extending in a south-westerly direction from the north-western edge of the West Beach Pavilion to the high water mark).	Always	57 / J8
Frank and Mary Crean Reserve (Richardson Street, Middle Park – being a fenced children’s playground reserve).	Always	57 / G5
Within five (5) metres of any children’s playground or public barbecue or exercise equipment areas.	Always	
That part of any ground/playing surface/training space, whilst an organised sporting event or training is taking place.	Always	
All beaches in the municipal district other than Beach A, Beach B, Beach C, Beach D, Beach G and during the hours when Beach E and F is a Designated Area.	Between 1 November and 31 March each year.	

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 15 June 2022, 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.

BOOTE, Cheryl, late of 90 Lightwood Crescent, Meadow Heights, Victoria 3048, deceased, who died on 3 October 2021.

DURHAM, Brian John, also known as Brian Durham, late of 17 Dougharty Road, Heidelberg Heights, Victoria 3081, deceased, who died on 6 November 2021.

LORD, Marjory Ada, late of Trugo Place, 120 Mason Street, Newport, Victoria 3015, deceased, who died on 11 August 2021.

MASSA, Brenda Pamela, late of 7 Robyn Court, Carrum, Victoria 3197, deceased, who died on 18 January 2022. Date of Grant 1 April 2022.

PARKER, Victoria Carmella, late of Hope Aged Care Gladstone Park, 14 South Circular Drive, Gladstone Park, Victoria 3043, deceased, who died on 18 November 2021.

SEARLE, Richard Rees, also known as Richard Searle, late of TLC Noble Gardens Residential Aged Care, 55 Thomas Street, Noble Park, Victoria 3174, deceased, who died on 5 November 2021.

Dated 6 April 2022

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 16 June 2022, 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.

EDWARDS, Donald John, late of Unit 3, 1 Leopold Crescent, Mont Albert, Victoria 3127, deceased, who died on 30 November 2021.

GILIC, Mladen, late of Unit 7, 48 Rosanna Street, Carnegie, Victoria 3163, deceased, who died on 31 October 2021.

KING, Laurie Thomas, late of 67 Best Street, Fitzroy North, Victoria 3068, deceased, who died on 16 December 2021.

MORIN, Madeleine Aglae, late of Unit 5, 2 Rich Street, Noble Park, Victoria 3174, deceased, who died on 17 January 2021.

WATSON, Raymond George, late of Arcadia Aged Care Service, 120 McCracken Street, Essendon North, Victoria 3041, deceased, who died on 28 November 2021.

Dated 7 April 2022

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 June 2022, 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.

BASHAM, Donald George, late of Apartment 34, 2–24 Chesterville Road, Cheltenham, Victoria 3192, deceased, who died on 2 October 2021.

COMMANE, Mary Doreen, late of Room 2, Mingarra Hostel Croydon, 77–115 Mount Dandenong Road, Croydon, Victoria 3136, deceased, who died on 17 August 2021.

DIXON, Anna, late of Benetas Corowa Court, 752 Esplanade, Mornington, Victoria 3931, deceased, who died on 8 March 2018.

HOUBRON, Victor Gabriel, late of Unit 4, 27 Oleander Street, Doveton, Victoria 3177, deceased, who died on 12 December 2021.

HOWATT, Lindsey James, late of Broughtonlea Nursing Home, 9–17 Broughton Road, Surrey Hills, Victoria 3127, deceased, who died on 28 November 2021.

HURLEY, John Patrick, late of St Johns Village, 138 Williams Road, Wangaratta, Victoria 3677, deceased, who died on 5 January 2022.

MUUS, Ruby Jean, late of Manor Court Werribee Aged Care, 5 Hogan Grove, Werribee, Victoria 3030, deceased, who died on 9 September 2021.

TARR, Mary Veronica Lois, late of Mowby Healesville Aged Care Facility, 27 Smith Street, Healesville, Victoria 3777, deceased, who died on 24 December 2021.

TRIFFITT, Lavinia Margaret, late of Blackwood Cottage, 52 Sydney Road, Beechworth, Victoria 3747, deceased, who died on 8 January 2021.

WRICE, Nilma Phyllis, late of Unit 2, 5 Webb Street, Burwood, Victoria 3125, deceased, who died on 1 January 2022.

Dated 11 April 2022

Associations Incorporation Reform Act 2012

SECTION 134

I, David Joyner, under delegation provided by the Registrar; hereby give notice that, pursuant to section 134(1) of the Act, the registration of the incorporated associations mentioned below will be cancelled at the date of this notice;

Australian Fire Safety Practitioner's Accreditation Board Inc.;

Shiva Yoga Inc.;

Glenroy Hall Committee of Management Inc.

Dated 14 April 2022

DAVID JOYNER

Deputy Registrar of Incorporated Associations
PO Box 4567 Melbourne, Victoria 3001

Conservation, Forests and Lands Act 1987**NOTICE OF TERMINATION OF A
LAND MANAGEMENT CO-OPERATIVE AGREEMENT**

Notice is given under section 80 of the **Conservation, Forests and Lands Act 1987** of the termination of an agreement under section 76(1)(a) of that Act between Hancock Victorian Plantations Pty Limited (ABN 20 084 801 132) and the following landowner.

A copy of the agreement can be provided upon request by contacting CPTWorkRequests@vgso.vic.gov.au

Registered Proprietor	Site Location	Title Details - Volume/Folio
John Edward Talbot	Crown Allotment 12C, Section A, Parish of Coolungoolun	Volume 9593 Folio 153

PAM HAUSER

Chairperson

Victorian Plantations Corporation

FORM 7

Regulation 16

Land Acquisition and Compensation Act 1986**Notice of Acquisition****Compulsory Acquisition of Interest in Land**

The Greater Geelong City Council declares that by this notice it acquires the following interest in the land described as the whole of Lot 1 on Title Plan 950379H, and being the land described in Certificate of Title Volume 11367, Folio 908.

Interests acquired: That of Ronald Alistair White and Pauline Allison White as executors of the Estate of Lorraine Alice White (deceased) and all other interests.

The acquisition is made pursuant to section 112 of the **Local Government Act 2020** for the purpose of future Active Open Space and for the widening of the existing Whites Road.

A notice of intention to acquire the interest in the land was served on 15 October 2021.

Published with the authority of the Greater Geelong City Council:

For and on behalf of the Greater Geelong City Council

Signed: TRAVIS KIRWOOD

Name: Travis Kirwood

Manager – Property, Procurement and Assets

Date 14 April 2022

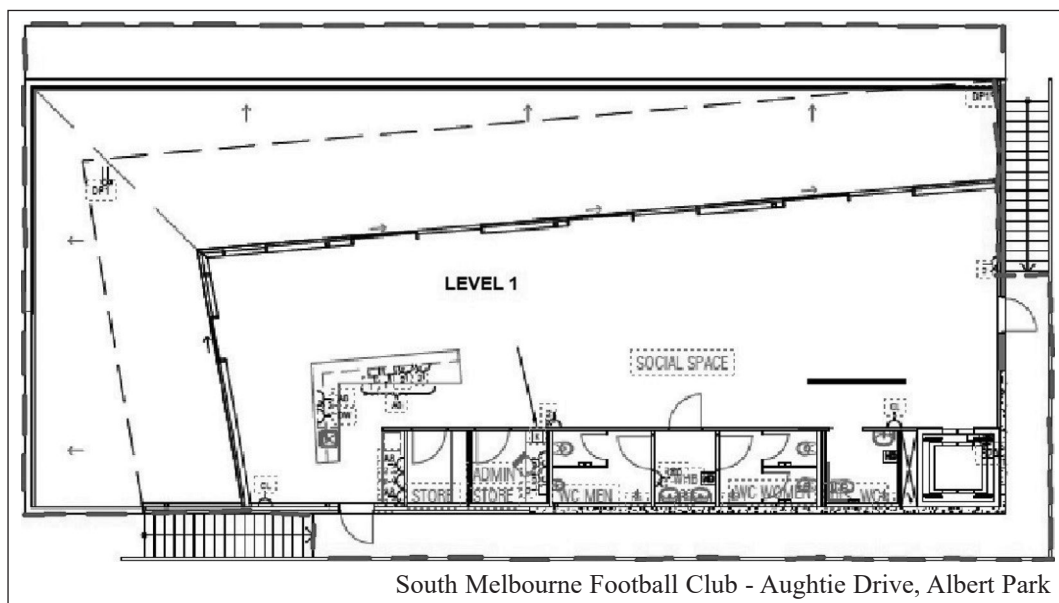
Crown Land (Reserves) Act 1978**ORDER GIVING APPROVAL TO GRANT A LEASE
UNDER SECTIONS 17D AND 17DA**

Under sections 17D and 17DA of the **Crown Land (Reserves) Act 1978**, I, Matthew Jackson, Chief Executive Officer of Parks Victoria, as delegate for the Minister for Energy, Environment and Climate Change, being satisfied that there are special reasons which make the granting of a lease reasonable and appropriate in the particular circumstances and to do this will not be substantially detrimental to the use and enjoyment of any adjacent land reserved under the **Crown Land (Reserves) Act 1978**, approve the granting of a lease by Parks Victoria to South Melbourne Football Club Ltd over part of Albert Park as described in the Schedule below and, in accordance with section 17D(3)(a) of the **Crown Land (Reserves) Act 1978**, state that –

- (a) there are special reasons which make granting a lease reasonable and appropriate in the particular circumstances; and
- (b) to do this will not be substantially detrimental to the use and enjoyment of any adjacent land reserved under the **Crown Land (Reserves) Act 1978**.

SCHEDULE

The area of land shown on the following plan, being part of the land permanently reserved as a site for a Public Park by Order in Council dated 21 March 1876.



Reference: CA-1581

Dated 8 March 2022

MATTHEW JACKSON
Chief Executive Officer
Parks Victoria

Education and Training Reform Act 2006**NOTICE OF REVISED GUIDELINES FOR APPLICANTS SEEKING TO
REGISTER AS AN AWARDING BODY IN RESPECT OF A
SENIOR SECONDARY OR FOUNDATION SECONDARY QUALIFICATION**

Section 4.3.11(3) of the **Education and Training Reform Act 2006** (the Act) authorises the Victorian Registration and Qualifications Authority (the Authority) to issue guidelines.

The revised guidelines apply from 14 April 2022 to all applicants seeking registration from the Authority to award, confer or issue a senior secondary qualification or a foundation secondary qualification that is registered on the State Register.

JONATHAN KAPLAN

Chief Executive Officer (Director)

Victorian Registration and Qualifications Authority

**GUIDELINES FOR THE REGISTRATION OF AWARDING BODIES
AND THE ACCREDITATION OF SENIOR SECONDARY AND
FOUNDATION SECONDARY COURSES****INTRODUCTION****Purpose**

The Victorian Registration and Qualifications Authority (VRQA) has developed guidelines for the accreditation of senior secondary courses and foundation secondary courses to ensure that the certification of learning in the senior years of schooling provides high-quality pathways for Victorian students to post-secondary education, training and work.

As a government accreditation authority, the VRQA is responsible for the accreditation of courses and registration of qualifications under the **Education and Training Reform Act 2006** (the Act). This includes ensuring courses meet national standards and quality indicators to protect the integrity of education and qualifications in Victoria, facilitate national consistency and ensure the quality of secondary school education.

Expectations of Year 11 and 12 school education

The senior years of schooling are a critical transition point for young people – emotionally, socially and educationally. These years should provide all students with the high-quality, relevant and engaging education and support necessary to complete their secondary school education. The senior years of schooling should provide all students with high quality advice, support and experiences to make informed choices about their future and smooth the initial transition to further education, training or meaningful employment.

Alice Springs (Mparntwe) Education Declaration (December 2019)

The Australian Qualifications Framework (AQF) provides a nationally consistent framework for the design of regulated education and training qualifications. A senior secondary qualification is designated under the AQF as a Senior Secondary Certificate of Education.

In Victoria, a course undertaken by students in Years 11 and 12 may also be a foundation secondary course that leads to the award of a foundation secondary qualification. A foundation secondary qualification is not an accredited qualification that is recognised under the AQF.

Both senior secondary courses and foundation secondary courses must meet the requirements in Part 4.4 of the Act.

Senior secondary education [should] truly prepare all Victorian students to become active and informed citizens, successful learners and confident and creative individuals capable of making successful transitions to further study, training and ultimately secure employment.

Review into vocational and applied learning pathways in
senior secondary schooling – Final report (2020)

The VRQA is responsible for accrediting and registering all courses and qualifications on the State Register.

An awarding body is an organisation that is registered by the VRQA to award, confer or issue a registered senior secondary qualification or a registered foundation secondary qualification.

These Guidelines outline the requirements and processes for the registration of awarding bodies, the accreditation of their courses, and the registration of their qualifications.

Registration of awarding bodies

A person or body must be registered by the VRQA to award or issue an accredited senior secondary qualification or a foundation 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 *Registration and accreditation processes* in these Guidelines. 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 (ETR Regulations), including standards relating to:

- quality assurance
- access and equality of opportunity
- safeguarding the integrity of the qualification
- assessment frameworks, policies, criteria and standards
- student records
- governance and probity
- policies and procedures
- investigations.

The Victorian Curriculum and Assessment Authority (VCAA) and the International Baccalaureate (IB) are currently registered awarding bodies in Victoria.

A school or other person or body may be registered by the VRQA to provide an accredited senior secondary or foundation secondary course. The provider may not, however, award or issue the registered qualification. A registered provider must also be authorised by the owner of the qualification or course and comply with the conditions relating to that authorisation. Contact the VCAA and/or the IB for their respective authorisation requirements.

Accreditation of senior secondary and foundation secondary courses

Under the Act, courses pertaining to Years 11 and 12 include an accredited senior secondary course or an accredited foundation secondary course.

These Guidelines cover matters relating to senior secondary courses and foundation secondary courses. An accredited senior secondary course is a course leading to the issue of a senior secondary qualification. An accredited foundation secondary course is a course leading to a foundation secondary qualification.

In assessing an application for accreditation of a senior secondary or foundation secondary course, the VRQA will determine whether the course meets the requirements in Part 4.4 of the Act and these Guidelines. Senior secondary courses will also be assessed against the AQF standards, policies and specifications for a Senior Secondary Certificate of Education.

An application for accreditation may be assessed by a panel composed of nominees with appropriate expertise in senior secondary and foundation secondary education from key stakeholders in education and training. For example, the Catholic Education Commission of Victoria Ltd, the Department of Education and Training, Independent Schools Victoria, and registered senior secondary providers such as schools, TAFE institutes and community providers. The VRQA will nominate the chair of the accreditation panel.

Under the Act, a course also means a subject or other part of a program, unit of competence or module of study or training leading to the award or issue of a particular qualification.

Matters relating to the accreditation of foundation or senior secondary subjects are not included in these Guidelines. Contact the VRQA for advice regarding the application process for accreditation of subjects under Part 4.4 of the Act.

Marketing and public statements

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

A registered awarding body must not claim that a senior secondary or foundation secondary course accredited by the VRQA under the Act is equivalent to an AQF Senior Secondary Certificate of Education unless the VRQA has provided a written report under Part 4.4.1 of the Act which confirms that the content and educational standard of the course is consistent with the AQF specification.

Issuance of accredited senior secondary or foundation secondary qualifications

The registered awarding body must continue to meet the minimum standards for registration to award, confer or issue a registered senior secondary or foundation secondary qualification. AQF qualifications must be clearly distinguishable from non-AQF qualifications and correctly identified in marketing and certification documentation, including the testamur and statement of results.

Fees

The fees associated with the registration of an awarding body and accreditation and registration of courses are determined by Ministerial Order. The current fees are published on the VRQA website at:

- www.vrqa.vic.gov.au

Applicants should confirm the relevant fees with the VRQA prior to lodging the application.

Duration of registration and accreditation

After approval, the awarding body and its registered senior secondary or foundation secondary qualification may be registered for a period of up to five years. The awarding body and its registered qualification and period of registration are recorded on the State Register. The State Register is publicly available on the VRQA website.

REGISTRATION AND ACCREDITATION PROCESSES

Timeline

As a 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 assessment process and therefore the timeframe.

Registration and accreditation

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

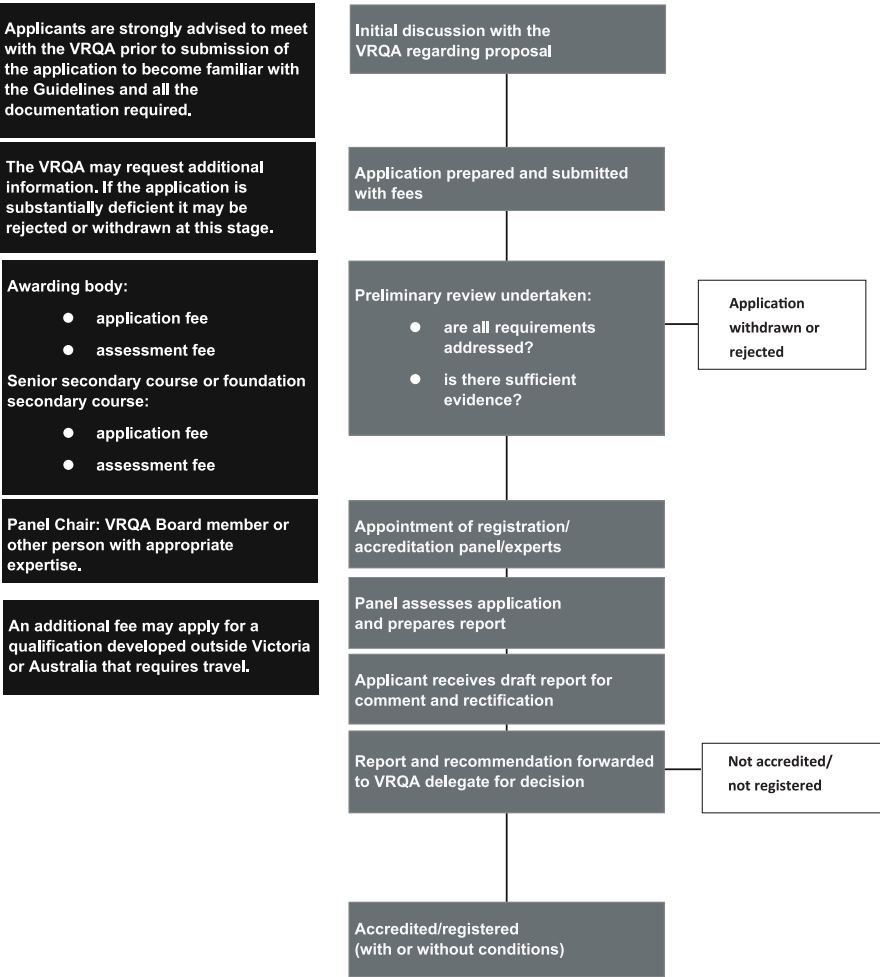
- Registration and accreditation may be undertaken simultaneously through submission of both an application for registration as an awarding body and accreditation of a course and registration of a qualification.
- Course accreditation and qualification registration may be undertaken when an organisation is already registered as an awarding body and is seeking accreditation of a new course or an amendment to an existing course. If the application is for accreditation of a new course, the awarding body will then need to apply for registration to award the registered qualification.
- Registration may be undertaken when a new or existing body wishes to be registered to award an existing senior secondary or foundation secondary qualification.
- An organisation may wish to apply for registration as an awarding body, and then subsequently apply for accreditation of a course and registration of a qualification.

Steps in the process

Overview

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

Figure 1



Initial contact with VRQA

The applicant should become familiar with the requirements for accreditation of courses in Part 4.4 of the Act, these Guidelines, the AQF (for senior secondary courses) and all documentation associated with the application process. The applicant should then contact the VRQA to discuss the proposed course and to advise the VRQA of its intention to seek registration.

An applicant for registration as an awarding body should become familiar with the minimum standards for registration to award, confer or issue a registered senior or foundation secondary qualification in Schedule 9 of the ETR Regulations.

Application preparation and submission

An application for registration as an awarding body and accreditation of a senior secondary or foundation secondary course involves the preparation of a detailed application supported by documentary evidence. The application must address in full the prescribed minimum standards for registration as an awarding body and/or the standards for accreditation of courses in Part 4.4 as well as in these Guidelines.

The VRQA requires evidence that each requirement in Part 4.4 and all requirements in these Guidelines and/or the minimum standards for awarding bodies 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, unless misleading public statements are made by the applicant as described in *Marketing and public statements* in these Guidelines, or the VRQA is required by law to release information.

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 the application to proceed to an assessment by the accreditation 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 28 days of the request.

The preliminary review may indicate that the application is not complete and cannot proceed to assessment by the accreditation panel. In such circumstances, the applicant will receive written advice to this effect and the registration and accreditation assessment fees will be refunded.

Appointment of accreditation panel

An accreditation panel is appointed to evaluate the application against the relevant requirements and to recommend to the VRQA delegate whether the course should be accredited.

The panel is chaired by a VRQA Board member or person with appropriate expertise and experience and comprises around three to five representatives with relevant expertise nominated by key stakeholders. The panel may also include further subject matter experts. The representatives and stakeholders are selected according to the nature of the course under consideration.

The VRQA may also use the panel process to assess an application for initial registration as an awarding body. It may also decide to engage an appropriately qualified accreditation and qualifications expert to assess applications for re-registration as an awarding body.

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 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 the applicant.

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

If at any stage in the process the panel considers that the application clearly does not meet the required 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.

Opportunity to provide further evidence

At its penultimate meeting, the panel formulates its assessment of the application and prepares a written report.

The applicant is provided with a copy of the report and is afforded an opportunity to provide any additional evidence or information to demonstrate that the course meets the requirements for accreditation.

An applicant typically has up to 28 days to make any submission.

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 course and registration of a qualification are non-refundable at this point in the process.

Applicants will be afforded one opportunity to provide the additional evidence requested. If a submission is not received within 28 days, the application will be considered as withdrawn.

Panel report and applicant's response

At its final meeting, the panel formulates its final assessment of the application having regard to any additional evidence provided by the application. A final written report of the panel's findings is prepared.

The applicant is provided with a copy of the report and is invited to make any corrections of fact only. The response must be received by the VRQA within seven days of the date of receipt of the report. The response may not include new material for assessment.

VRQA decision

The final report will then be provided to the VRQA delegate and contain a recommendation as to whether the course should be accredited. After considering the report and the applicant's comments, the VRQA delegate will make a decision on the application. Depending on the nature of the application, the decision may be to:

- accredit the senior secondary or foundation secondary course with or without conditions for up to five years
- register an awarding body with or without limitations or restrictions for up to five years
- register an organisation as the awarding body for a qualification
- approve the amendment to an existing accredited course
- refuse to do any of the above.

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

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 Act provides details on appeals to VCAT.

POST-REGISTRATION AND ACCREDITATION REQUIREMENTS

Terms of registration

Registration as an awarding body will be for a period not exceeding five years. It is a condition of registration that an 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 Act. 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 minimum standards require an awarding body to monitor patterns of student participation and completion rates, and the quality of outcomes of students in the registered qualification. An awarding body must undertake an annual analysis (that is made publicly available) of student participation and completion rates and outcomes. An awarding body is also required to advise registered providers and the VRQA annually about patterns of participation and quality of outcomes.

Approval of registered providers

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

It is an offence under the Act for a person, body or school to provide an accredited course leading to a senior secondary qualification or foundation 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 course is registered by the VRQA. The VRQA will work with an awarding body to register providers.

Changes during registration to the awarding body 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 course and registration of the qualification. Significant changes may have the potential to affect the organisation's capacity to meet the standards and may affect the integrity or accreditation status of the registered qualification.

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 changes 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 changes to an accredited course or registered qualification are:

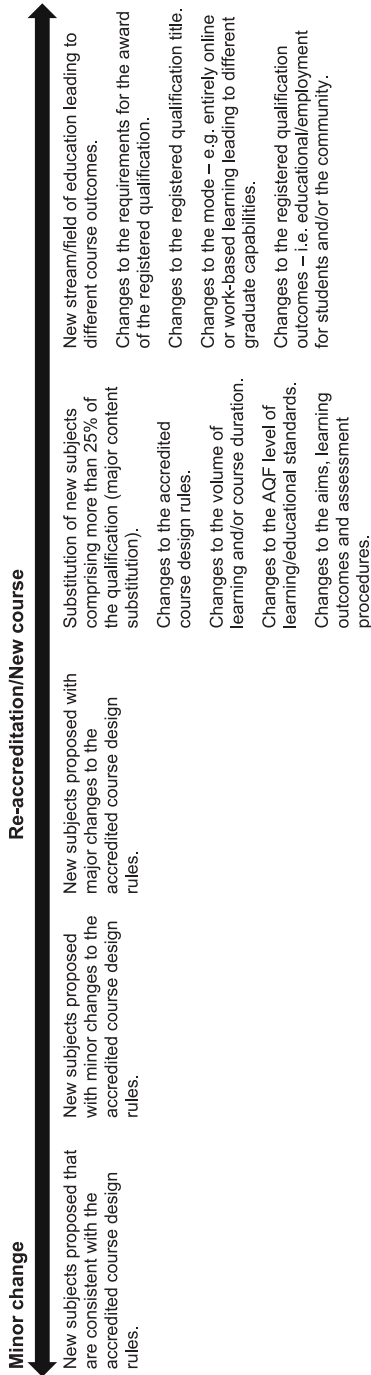
- withdrawal of senior secondary or foundation secondary course owner's approval/recognition arrangements
- changes to the educational standards of the course which lead to the qualification
- changes to the assessment processes for courses to be used to determine whether students have achieved the learning outcomes
- significant substitution of new courses comprising more than 25% of the total number of courses in the qualification
- changes to the requirements for graduation.

The following diagram may assist consideration of the extent of the changes proposed to an accredited course and registered qualification and the type of application that may need to be made to the VRQA.

Amending an accredited senior secondary or foundation secondary course

When does a proposed change materially affect the integrity of an accredited course?

The process of re-registration and re-accreditation



An awarding body is registered for a period of up to 5 years. A senior secondary or foundation secondary course is also accredited, and the qualification registered, for a period of up to 5 years. After this period, registration and accreditation must be renewed.

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 are taken into account in the assessment process.

STANDARDS FOR REGISTRATION AND ACCREDITATION

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

- registration of an awarding body
- accreditation of a senior secondary or a foundation secondary course.

The following minimum standards are prescribed in Schedule 9, regulation 87, of the ETR Regulations.

Minimum standards for registration as an awarding body

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

Definitions

In this schedule:

- **registered provider** in relation to an accredited senior secondary or foundation secondary 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
- **awarding body** means a person or body that proposes to award, confer or issue a registered senior secondary qualification or a registered foundation secondary qualification.

Quality assurance

The application for registration as an awarding body must include evidence that the body can:

- 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
- have arrangements in place to ensure access and equality of opportunity to, while safeguarding the integrity of, the qualification
- ensure that the registered qualification is awarded, conferred or issued in an accurate and timely manner
- have policies, criteria and standards for the curriculum and assessments of the registered qualification
- oversee the delivery of the conduct of assessments for the registered qualification
- have quality assurance, review and evaluation processes in place that enable:
 - o annual evaluation of delivery of the course
 - o proper evaluation of the curriculum and assessments
- have assessment frameworks, policies, criteria; and standards in relation to teaching, learning and assessment that are valid, reliable and fair.

Student records

The application for registration as an awarding body must include evidence that the body can:

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

Governance and probity

The application for registration as an awarding body must include evidence of the following:

- The governance and management of an awarding body must be structured to enable the body to effectively:
 - develop and review courses and curriculum
 - manage assessment processes
 - develop accurate systems for the management of student records.

Policies and procedures

The application for registration as an awarding body must include evidence that suitable procedures are in place to:

- 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
- enable the body to comply with any guidelines issued by the Authority under section 4.3.11(3) of the Act.

Investigations

The application for registration as an awarding body must include evidence that the body can:

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

Owner requirements

If the 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.

Prescribed minimum standards for accreditation of senior secondary or foundation secondary courses

An application for registration of a senior secondary or a foundation secondary course must meet the requirements of section 4.4.2 of the Act.

The VRQA may accredit a course or part of a course if it is satisfied:

- the following matters are appropriate to the qualification (if any) to which the course or part of the course leads:
 - the aims and learning outcomes of the course or part of the course
 - in the case of a course other than a higher education course, the scope of the studies of the course or part of the course
 - the assessment processes for the course or part of the course to be used to determine whether a student has achieved the learning outcomes of the course or part of the course
- the course or part of the course are likely to achieve the specified purposes of the course
- the contents and standards of the course or part of the course are consistent with any relevant national standards about the principles, processes or other matters to be applied in accrediting the course or part of the course.

A portfolio of evidence must be submitted with the application to demonstrate the course meets the above requirements and the standards identified below which are applicable to a senior secondary or a foundation secondary course.

Identified need and purpose

A senior secondary or a foundation secondary course must:

- have a demonstrated need and purpose
- 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
- include aims and learning outcomes of the course appropriate to the qualification to which the course leads
- have long-term credibility and integrity with demonstrated linkages to high-quality pathways to further education, training and work.

Structure and coherence

A senior secondary or a foundation secondary course must:

- have a coherent rationale for the qualification design, requirements for the award of the qualification, assessment processes and subjects or studies to be offered
- have a scope and curriculum that are appropriate for a course usually undertaken by students in Years 11 and 12 (foundation secondary course)
- have a scope and curriculum that are appropriate for a Senior Secondary Certificate of Education under the AQF (senior secondary course)
- have content and standards that are consistent with any relevant national standards about the principles, processes or other matters to be applied in accrediting the course
- justify the contribution an individual subject or study makes to a student's achievement of the aims and learning outcomes of the course and attainment of the qualification
- have explicit qualification design rules, such as entry requirements, credit arrangements and completion timeframes (foundation secondary course) and (for a senior secondary course) these must be consistent with the AQF.

Values and capabilities for personal or civic life

A senior secondary or a foundation secondary course must:

- enable 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, and support the Australian Education Ministers' commitment to provide an education in the senior years of schooling that equips young people with the skills, knowledge, values and capabilities to succeed in employment, personal and civic life
- include knowledge, skills and capabilities to enable students to become active and informed members of the community
- provide access to Aboriginal and Torres Strait Islander knowledge and learnings where appropriate.

Rigour

A senior secondary or a foundation secondary course must:

- be comparable with international standards for senior years education (foundation secondary course)
- be comparable with international standards for senior secondary education (senior secondary course)
- include studies or subjects that are normally undertaken, or designed to be undertaken in Year 11 or 12 of the school years
- demonstrate an appropriate complexity and volume of learning and a duration commensurate with the senior years of schooling (foundation secondary course)
- demonstrate a complexity and appropriate volume of learning and a duration commensurate with the senior secondary certificate specifications under the AQF (senior secondary course)
- meet the needs of employers and further education and training sectors
- establish depth of knowledge, understanding and skill development consistent with the aims and learning outcomes of the course and the senior years of schooling.

Individual learning needs

A senior secondary or a foundation secondary course must:

- 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.

Student assessment

A senior secondary or a foundation secondary course must:

- identify explicit expectations for all students
- identify the specific knowledge, skills and capabilities to be demonstrated by students
- 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
- ensure the assessment processes for the course used to determine whether a student has achieved the learning outcomes are appropriate for the qualification.

APPENDIX

Glossary

Alice Springs (Mparntwe) Education Declaration: the declaration made by all Australian Education Ministers setting out their vision for education in Australia and commitment to improving educational outcomes for young Australians.

Australian Qualifications Framework (AQF): the national policy for regulated qualifications in Australian education and training. It incorporates qualifications from each education and training sector into a single comprehensive national qualifications framework.

Awarding body: a person or body that proposes to award, confer or issue a registered qualification.

Certification documentation: the set of official documents issued by the awarding body to confirm that an individual has completed a program of learning and been awarded the qualification.

Foundation secondary course: a course pertaining to Year 11 or 12 (other than a senior secondary course) leading to a foundation secondary qualification.

Foundation secondary qualification: qualifications described under level 1 in the AQF.

Registered provider: a person, body or school providing, or proposing to provide, an accredited senior secondary or an accredited foundation secondary course.

Senior secondary course: a course normally undertaken in Year 11 or 12 of the school years leading to a senior secondary qualification. It includes a subject or other part of a program, unit of competence or module of study or training leading to a particular qualification.

Senior secondary qualification: qualifications described under the Senior Secondary Certificate of Education in the AQF.

Education and Training Reform Act 2006**NOTICE OF REVISED GUIDELINES FOR APPLICANTS
SEEKING TO REGISTER A SCHOOL AND FOR 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.

Section 4.3.8A(4) of the Act requires that any guidelines issued under subsection 4.3.8A(1) be published as soon as practicable in the Government Gazette.

The revised guidelines apply to all applicants seeking registration from the Authority to operate a school and to all VRQA registered schools from 1 July 2022.

JONATHAN KAPLAN

Chief Executive Officer (Director)

Victorian Registration and Qualifications Authority

**GUIDELINES TO THE MINIMUM STANDARDS AND
REQUIREMENTS FOR SCHOOL REGISTRATION**

For new and existing schools from 1 July 2022

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
- safe environments for children.

INTRODUCTION**About the Guidelines**

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

The *Guidelines to the Minimum Standards and Requirements for School Registration* (the 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.

A key purpose of the school regulatory framework is to increase the protection of children by ensuring schools meet Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises (Ministerial Order No. 1359) and prescribed minimum standards. Ministerial Order No. 1359 replaces Ministerial Order No. 870 on 1 July 2022.

These Guidelines assist schools to understand the requirements of the prescribed minimum standards and provide guidance on the evidence required to demonstrate compliance.

These Guidelines should be read in conjunction with other associated Victorian Registration and Qualifications Authority (VRQA) documents, namely:

- *Guidelines to the Minimum Standards and Requirements for School Boarding Premises Registration (School Boarding Guidelines)*
- *School and School Boarding Premises Financial Capability Assessment Guideline*
- *Guidelines for the Enrolment of Overseas Students Aged Under 18 Years*
- *Guidelines on Bushfire Preparedness – Registered Schools and School Boarding Premises*

- *Guidelines for Non-school providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course*
- *School Review Bodies Guide*

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)¹ or International Baccalaureate (IB) Diploma Programme, which are normally provided in Years 11–12
- c. a foundation secondary course such as the new Victorian Pathways Certificate (VPC),² which is 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 or system owner 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 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 or foundation 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 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 or 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).

¹ Cannot be delivered after 2023

² From 2023, subject to its accreditation by the VRQA

Registering a new school

An individual or organisation seeking to register a new school under Division 1 of Part 4.3 of the Act applies to the VRQA using the *Application to Register an Independent School* form available at:

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

DET's Schools and Regional Services manages government school applications and 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 must 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 or accredited foundation secondary courses

Schools offering or applying to offer the VCE, VCAL, VPC 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 or foundation secondary course set out in Schedule 8 of the ETR Regulations and the other registration requirements contained in section 4.3.11 of the Act.

These are standards that schools must satisfy to offer a senior secondary or foundation 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 or foundation secondary provider unless it **is satisfied that** the person, body or school meets the minimum standards for registration to provide an accredited senior secondary or foundation 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, VCAL and VPC, and the IB authorises delivery of the IB Diploma Programme.

Registered schools authorised by the VCAA and registered by the VRQA to provide the VCAL before 2 May 2022 are deemed to be authorised and registered to deliver the VCE or the VPC (or both) in accordance with sections 6.1.53 and 6.1.54 of the Act and the VCAA's authorisation.

Registration requirements: Use of third-party providers to deliver senior secondary or foundation secondary education, or VET programs

Schools may choose to engage a third-party provider, such as another registered school or a non-school senior secondary or foundation secondary provider, a TAFE or registered training organisation (RTO), to extend units offered in its senior secondary or foundation secondary curriculum or deliver vocational education and training (VET). Third-party providers delivering senior secondary or foundation secondary courses must be registered with the VRQA as a school or non-school foundation secondary or senior secondary provider. RTOs must be registered with the VRQA or the Australian Skills Quality Authority or the Western Australian Training Accreditation Council.

Non-school providers are required to meet the VRQA's:

- *Guidelines for Non-school providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course*

More information and the guidelines for providers seeking to deliver senior secondary or foundation secondary education in a non-school setting are available at:

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

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 Government (the decision-maker) that the provider is 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 Years*

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

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

Registration requirements: Schools offering school boarding services

Schools offering or applying to offer school boarding services at a school boarding premises are regulated by Division 1A of Part 4.3 of the Act, and Part 5A and Schedule 4A to the ETR Regulations. These introduce **additional requirements** that schools must satisfy to offer school boarding services.

Schools seeking to register a boarding premises, be it new or existing, must first apply to the VRQA for registration. In addition to the requirements of the Act and the ETR Regulations, schools offering school boarding services at a registered school boarding premises are required to meet the VRQA's:

- *Guidelines to the Minimum Standards and Requirements for School Boarding Premises Registration*

More information and the guidelines for schools seeking to offer school boarding services is available at:

- www.vrqa.vic.gov.au/schools/Pages/About-school-boarding-premises-regulation.aspx

If a registered school and a registered school boarding premises are owned and operated by the same legal entity and/or proprietor, a school does not need to create or maintain two separate sets of documents to meet the governance requirements in these Guidelines and the *Guidelines to the Minimum Standards and Requirements for School Boarding Premises Registration*. Schools should refer to the School Boarding Guidelines for further guidance about where there is overlap between the requirements for schools and school boarding premises. In many cases there is no need to create or maintain two separate sets of documents. Instead, schools are encouraged to review and update their existing policies and procedures to incorporate their school boarding premises. When doing so, schools should consider the different risks and environment of a school boarding premises.

Review bodies

One of the ways the VRQA may satisfy itself that a registered 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 as review bodies responsible for ensuring the ongoing quality assurance of their respective schools and school boarding premises with the minimum standards and other requirements for registration.

School reviews

A school is reviewed every 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 applications for registration or review.

Certain decisions made by the VRQA about a school's registration may be reviewed by the Victorian Civil and Administrative 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 of the 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 of the Act).

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

- government schools will be referred to 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 or governing body, 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 or incorporated association (for example, the register of members)
- a diagram of the school governance structure identifying the proprietor, the school governing body, committees of the board, any related entities – as appropriate
- 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 approved constitution or rules of association. For non-government schools operating or intending to operate an early learning centre (ELC) that is a feeder for enrolments to the school, there must be provision in the constitution or rules of association for the delivery of ELC services
- a conflict of interest register for all responsible persons as defined in the ETR Regulations and a plan detailing how any conflict of interest or duty will be managed
- the most recent financial statement for the company or association which must be audited by a registered auditor
- 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 validated by an independent qualified accountant,* and which must include:
 - o enrolment estimates and assumptions
 - o the Direct Measure of Income (DMI) score for the school, or the equivalent thereof, if the Commonwealth Department of Education, Skills and Employment cannot calculate a DMI score for the school
 - o estimated State and Commonwealth grant funding
 - o five-year financial forecasts.

*The business plan must be validated by an independent qualified accountant who is not employed by or associated with the school or a related entity. The accountant should provide a signed statement that confirms the reasonableness of the business plan and validates any underlying assumptions.

For a non-government school, if a school and a school boarding premises are owned and/or operated by the same legal entity, then that entity must review their existing documents to ensure that they cover the governance and operation of the boarding premises and services. This means examining documents including:

- constitution
- rules of association
- risk management framework
- delegations
- risk register
- governance charter.

Where a school boarding premises is owned and/or operated by a related party of the school (as that term is defined under section 9 of the **Corporations Act 2001** (Cwth) or an affiliated organisation of a school, evidence must include details of the relationship between the school and that party.

For a government school, the Act and relevant Ministerial Orders define the role and responsibilities of a government school, including the role of the school council. DET 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 (also refer to the *Explanatory notes* below) 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 that are **related entities** (within the meaning of section 9 of the **Corporations Act 2001**) or any person or 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 that are **related entities** and/or **affiliated** organisations or persons
- details of the related entity and/or affiliated organisation or person and the relationship between the school and that entity or person.

Schools must have a legally binding written agreement for any loans or arrangements for the delivery of services to the school or to its students. With the exception of schools registered to provide an accredited senior secondary course, schools are only required to provide copies of written agreements with related entities. For further details regarding the requirements for senior secondary schools, please see *The minimum standards for schools offering a senior secondary or foundation secondary course* in these Guidelines. 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, an RTO or any other provider (where the school is registered to provide senior secondary courses, please see *The minimum standards for schools offering a senior secondary or foundation secondary course* in these Guidelines)

- leases or licences for premises occupied or used by the school
- loans or security.

For a non-government school operating or intending to operate an ELC or school boarding premises, evidentiary requirements are stated below under *Not-for-profit in the context of early learning centres and school boarding premises* in these Guidelines.

Explanatory notes

Schools must ensure that any loan agreement and/or arrangement for the delivery of services to the school and its students:

- are on commercial terms
- do not constitute a prohibited agreement or arrangement within the meaning of regulation 5
- do not otherwise breach the not-for-profit requirements in regulation 7.

A school must identify if any agreement is with a related or affiliated entity or person of the school, its proprietor or any responsible person and provide information about the school's 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 are only applied toward the conduct of the school and are 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 or an ELC (that meets the relevant requirements in the regulations) 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 these Guidelines).

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

Regulation 7(1) provides that 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.

Not-for-profit in the context of early learning centres and school boarding premises

For the purposes of regulation 7(3), a school is not conducted for the purpose of profit or gain only because the proprietor of the school:

- a. uses money (other than government funding) or property of the school –
 - (i) to conduct an ELC that is a feeder for enrolments to the school; or
 - (ii) to provide school boarding services at a school boarding premises at which students who are enrolled or attending the school are boarding and where those services are not provided for the purpose of profit or gain; or
- b. provides money (other than government funding) or property of the school to –
 - (i) a person or entity to conduct an ELC that is a feeder for enrolments to the school; or
 - (ii) a person to provide school boarding services at a school boarding premises to students who are enrolled or attending the school and where those services are not provided for the purpose of profit or gain.

Schools that operate or intend to operate an ELC or school boarding premises may use school money or property, ***other than State or Commonwealth government funding***, to conduct their ELC or school boarding premises.

If a registered school and a registered school boarding premises are owned and operated by the same legal entity, they should review the *Not-for-profit status* section of the School Boarding Guidelines.

An ELC must meet certain requirements to be eligible to receive school money.

A school may only use money (other than government funding) to conduct or support an ELC if the ELC meets **all** the following requirements:

- it is an approved education and care service (within the meaning of the Education and Care Services National Law (Victoria))
- it provides education and care to children, which must include a 3- or 4-year-old kindergarten program
- the service is not-for-profit
- the ELC is a feeder for enrolments to the school.

A co-educational ELC will be considered to be a feeder for enrolments for a single-sex school, provided children at the ELC enrol at the school.

For a non-government school operating or intending to operate an ELC, there must be evidence of:

- a published statement to the effect that a proportion of funds raised or fees collected by the school may be used to support the operation of the ELC. The statement must be published in general policies, such as the enrolment policy, enrolment agreement, fee schedule or policy, and promotional materials
- separate financial records for the school and ELC, with cross-subsidisation clearly identifiable
- copies of any loan or security arrangements for the purpose of constructing or maintaining ELC infrastructure or supporting the ELC.

Schools must keep separate financial records for the ELC and the school that clearly identify any cross-subsidisation; however, there is no requirement for separate bank accounts.

Schools may enter into a loan arrangement for the purpose of constructing or maintaining ELC infrastructure, providing there is no risk to the financial viability of the school either in providing security for the loan or in servicing the loan. Schools do not have to provide a specific proportion or dollar amount in their published statements. However, schools have separate disclosure requirements under Commonwealth and Victorian consumer and not-for-profit laws (such as the Australian Charities and Not-for-profit Commission Governance Standards, the Australian Education Regulation 2013 (Cwth), the Australian Consumer Law and the **Fundraising Act 1998** (Vic), which may require them to disclose a dollar amount or the percentage of privately generated funds that are directed to the ELC.

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.
 - (3) Subclause (2) does not apply in relation to any money (other than government funding) or property of a registered school, which the proprietor of the school –
 - (a) uses to conduct an early learning centre that is a feeder for enrolments to the school; or
 - (b) provides to a person or entity to conduct an early learning centre that is a feeder for enrolments to the school; or
 - (c) uses to conduct a school boarding premises including providing school boarding services at the premises to students enrolled at or attending the registered school, and where those services are not provided for the purposes of profit or gain; or
 - (d) provides to the provider of school boarding services at a school boarding premises to provide those services to students enrolled at or attending the registered school, and where those services are not provided for the purposes of profit or gain.
-

Schedule 4 Clause 17 of the Education and Training Reform Regulations 2017

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 Person declaration from each responsible person
- list of each responsible person, their role and a summary of their qualifications and experience.

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:
 - o in the case of an individual, insolvent under administration (for example, declared bankrupt)
 - o 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 **Worker Screening Act 2020** 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:
 - o dishonest, misleading or deceptive conduct
 - o non-compliance with a legal obligation relating to the provision of education
 - o a breach of duty (including a duty of disclosure).

The VRQA may exempt a person from the requirement to comply with the above matters if in its opinion it would not be appropriate to exclude that person from being involved in the conduct of the school (refer to *Regulatory context* section below).

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.

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

- (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 **Worker Screening Act 2020** 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

Other governance requirements

Schedule 4 to the ETR Regulations sets out additional minimum standards relating to governance in a registered school. They are:

- a registered school must make available to the school community information concerning the school's performance at least once a year
- a registered school must comply with the requirements of the Act and ETR Regulations
- a school must comply with any condition imposed on its registration by or under the Act
- a school must have policies, procedures, and suitable arrangements in place to enable it to comply with the minimum standards and any applicable VRQA guidelines
- a school must be conducted in accordance with its scope of registration.

Regulatory context

Schedule 4 clauses 18–22 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 students for:

- a specialist school
- a primary school located outside:
 - o the Melbourne Statistical Area
 - o 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

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. For a non-government school operating or intending to operate an ELC, the policy must state that a proportion of funds raised or fees collected may be applied to the conduct of the school's ELC
- enrolment agreement with parents or guardians which complies with all State and Commonwealth laws, including the Australian Consumer Law. The agreement must be publicly available and cover, at a minimum:
 - o codes of conduct for students, and parents and guardians
 - o fees
 - o educational services provided
 - o 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 *Attendance register* in these Guidelines for details).

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, including the number of teaching hours delivered in the eight key learning areas
- timetables that demonstrate how the eight key learning areas are delivered
- 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 course must meet the requirements of the relevant awarding body; please see *The minimum standards for schools offering a senior secondary or foundation secondary course* section of these Guidelines.

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

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 Regulation 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 statewide tests and examinations in which the school participates for –
 - (i) the current year; and
 - (ii) if the school has been established for more than two years, the previous two 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:
 - o that it owes all students a duty of care to take reasonable measures to protect them from reasonably foreseeable risks of injury
 - o 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
 - o 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
 - o 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. Note: government schools are required to follow DET's policy on Restraint of Students and are not required to have a local policy on restrictive interventions
- managing student wellbeing, including:
 - o anti-bullying and harassment, including cyber bullying
 - o appropriate arrangements for on-site supervision of students
 - o 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* in these Guidelines)
 - o ensuring the safety and welfare of students learning with another provider (when the school contracts with another school, an RTO or an organisation not registered as an education or training provider)
 - o arrangements for ill students
 - o accident and incident register
 - o first aid
 - o distributing medicine
 - o internet use
- managing complaints and grievances, including how the school's policies and procedures:
 - o ensure procedural fairness
 - o 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, and 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 an RTO.

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
- the grooming offence under the **Crimes Act 1958** which is included in the definition of child abuse in Ministerial Order No. 1359.

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.justice.vic.gov.au

Child Safe Standards

A registered school must have developed policies, procedures, measures and practices in accordance with Ministerial Order No. 1359.

Meeting the requirements of Ministerial Order No. 1359 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 a copy of Ministerial Order No. 1359, see:

- www.vrqa.vic.gov.au/aboutus/Pages/legal-framework.aspx

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.ccyp.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 – Anaphylaxis Management in Victorian schools and school boarding premises (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 Ministerial Order No. 706, see:

- www.vrqa.vic.gov.au/aboutus/Pages/legal-framework.aspx

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 on Bushfire Preparedness – Registered Schools and School Boarding Premises*.

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@education.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 that include an explanation of the school's approach to behaviour management and how it affords procedural fairness to students.

For non-government schools:

- there must be evidence of a policy that outlines the steps for managing suspensions and expulsions of students and how this is communicated to parents and guardians, including:
 - o procedures for maintaining a register of suspensions and expulsions
 - o an outline of how the school communicates these policies and procedures to the school community.

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.

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**

Coronavirus (COVID-19) safety

A school must have policies and procedures in place to enable it to comply with pandemic orders made by the Minister for Health under the **Public Health and Wellbeing Act 2008** relating to coronavirus (COVID-19).

Evidence requirements

Schools must have:

- a COVIDSafe Plan
- policies and procedures to enable it to comply with mandatory vaccination requirements, including policies and procedures:
 - o to ensure all education workers are fully vaccinated against coronavirus (COVID-19) by the specified date(s) or hold a valid exemption
 - o for maintaining records in accordance with the information-gathering and record-keeping requirements.

Explanatory notes

Consistent with the requirement for education workers to be vaccinated against coronavirus (COVID-19), the Guidelines require schools to have policies and procedures:

- to ensure their education workers are fully vaccinated by the specified dates or are an exempted person
- to collect, record and hold vaccination information about the education worker
- for maintaining the currency of records of the vaccination status of education workers.

The definition of 'education worker' typically used in the pandemic orders is broad and includes:

- (i) any person who is employed to work in a school (including teachers, early childhood educators (if the school conducts an ELC) and educational support staff)

- (ii) a person contracted to work at a school and who will or may be in close proximity to children, students or staff, whether or not engaged by the proprietor of the school including casual relief teachers, Breakfast Club suppliers, IT personnel, National Disability Insurance Scheme (NDIS) providers and auditors (but does not include delivery personnel)
- (iii) staff of DET who attend (such as allied health professionals or Authorised Officers)
- (iv) staff of any other entity who attend a school
- (v) volunteers that work in close proximity to children, students or staff (including parent helpers)
- (vi) students on placements at the school.

Note: the definition is found in the Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022, as made from time to time.

All schools will already have in place a COVIDSafe Plan. The Guidelines require schools to provide a copy of this to the VRQA at review or as requested by the VRQA.

Schools should otherwise ensure they comply with all the requirements of the pandemic orders made by the Minister for Health from time to time. The pandemic orders register is found here:

- www.health.vic.gov.au/covid-19/pandemic-order-register

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

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:
 - o name
 - o VIT teacher registration number
 - o expiry and renewal date
 - o 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 Worker Screening Act 2020

All people employed at a school must meet the requirements of the **Worker Screening Act 2020**.

Evidence requirements

There must be evidence of:

- procedures to ensure that all employees and volunteers required to do so by the **Worker Screening Act 2020** have a current Working with Children clearance
- a register of all employees and volunteers with a Working with Children clearance which includes:
 - o name
 - o card number
 - o expiry date
- procedures for maintaining the register.

Explanatory notes

The **Worker Screening Act 2020** requires all employees, contractors and volunteers to obtain a Working with Children clearance 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 the following activities and work at: 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 7 of the **Worker Screening Act 2020**.

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

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 clearance.

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

- www.workingwithchildren.vic.gov.au

Regulatory context

The requirements of the **Worker Screening Act 2020** must be complied with in respect 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 measures 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 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 on Bushfire Preparedness – Registered Schools and School Boarding Premises*.

In some cases, a certificate of continual use can be provided in lieu of compliance with 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 OR FOUNDATION SECONDARY COURSE**Victorian accredited senior secondary or foundation secondary courses**

An **awarding body** awards, confers or issues an accredited senior secondary or foundation secondary qualification. The VCAA and the 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. From 2023, the VCAL at Intermediate and Senior levels will be replaced by a 'Vocational Major' program within the VCE (subject to accreditation). Foundation level VCAL will be replaced by a new foundation secondary course, the VPC (subject to accreditation). From 2022, schools and new school applicants will no longer be able to apply for registration to deliver the VCAL. Subject to continuing VCAA authorisation, schools registered to deliver Intermediate and Senior VCAL before 2 May 2022 are deemed to be registered for the VCE, and schools registered to deliver Foundation VCAL are deemed to be registered for the VPC in accordance with sections 6.1.53 and 6.1.54 of the Act. In 2023, schools currently registered and authorised to deliver the VCAL will be able to teach out currently enrolled students under the VCAA's transition arrangements.

Schools applying to offer a senior secondary or foundation secondary qualification must meet the minimum standards for schools as set out in the Act and Schedule 4 of the ETR Regulations, as well as the minimum standards for registration to provide an accredited senior secondary or foundation secondary course (Schedule 8, regulation 86, ETR Regulations).

A senior secondary or foundation 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 or foundation secondary course after successfully delivering a Years 7–10 program for a number of years. This will require a school to apply to amend its registration to add Years 11 and 12 and apply for registration to provide an accredited senior secondary and/or foundation secondary course.

A school must also seek authorisation from the relevant awarding body (VCAA or IB) to provide the course(s).

Requirements for delivering a senior secondary or foundation secondary course

The requirements for registration to deliver the VCE, VCAL, VPC 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 or foundation 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 or foundation secondary course will be met.

Principles to apply

The evidence required for this standard is addressed in the standard for a registered school under the *Democratic principles* section of these Guidelines.

Regulatory context

-
- (1) The programs and teaching of a senior secondary education provider or foundation 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 or foundation 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 the *Governance* and *Not-for-profit status* sections of these Guidelines.

In addition there must be evidence that:

- the physical environment is sufficient to support the delivery of the course
- 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 or foundation 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 education provider or a foundation secondary education 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 or a foundation secondary education provider is not the owner of the accredited senior secondary or foundation 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 or a foundation secondary education provider must not provide instruction in an accredited senior secondary or foundation 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 body's requirements, including course standards, timelines and qualification requirements.

Regulatory context

A senior secondary education provider or foundation secondary education provider that provides, or proposes to provide, an accredited senior secondary or foundation 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 or a foundation 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 or a foundation 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 or a foundation 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 2 or more senior secondary education providers share the responsibility for providing an accredited senior secondary or foundation secondary course.

Evidence requirements

The policies and procedures required to meet this standard are covered in the *Care, safety and welfare of students* section of these Guidelines.

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

- how attendance is monitored for students participating in courses provided by another senior secondary or foundation 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 or foundation secondary course.

Regulatory context

- (1) A senior secondary education provider or foundation 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 2 or more senior secondary education providers or foundation secondary education providers share the responsibility for providing an accredited senior secondary course or its components, or foundation 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.

A school will need to demonstrate it complies with the minimum standard for school registration relating to the *Staff employment* section of these Guidelines. In addition, the following evidence is required.

Evidence requirements

There must be evidence of:

- suitably qualified and competent staff to teach the course
- 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 or foundation 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 that address the senior secondary or foundation secondary course rules and procedures for assessment.

Regulatory context

A senior secondary education provider or a foundation 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.

Legislative 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 ETR Regulations lists the relevant information for the purpose of the above section and is reproduced below.

Regulatory context

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; 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 –
 - (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; and
 - (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

The VRQA accepts applications from independent schools wishing to amend their registration. Catholic schools should make their application through CECV and government schools through DET's Schools and Regional Services group.

An independent 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
- change any other particular of its registration.

Changing a school's legal entity

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.

Catholic schools wishing to change legal entity should contact CECV. Independent schools should contact the VRQA at:

- vrqa.schools@education.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. If the school intends to add senior year levels (Years 11 and 12), it will need separate registration as a senior secondary or foundation secondary education provider under Division 3 of Part 4.3 of the Act.

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

- (c) 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* of these Guidelines.

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@education.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

Registering a school boarding premises

A registered school intending to provide school boarding services at a school boarding premises must make an application to the VRQA. Further details are provided in the School Boarding Guidelines. A definition of **school boarding premises** is available at *Appendix 1* of these Guidelines.

APPENDIX 1

Definitions

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

Accredited Foundation Secondary Course – a course leading to a foundation secondary qualification pertaining to Year 11 or Year 12 (other than a senior secondary course) that is accredited by the VRQA under Chapter 4 of the Act.

Accredited Senior Secondary Course – a course leading to a senior secondary qualification (other than a foundation secondary course) 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 – a person or body that is registered on the State Register to award, confer or issue a registered qualification.

Campus – the ETR 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) fundraising 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.

Early learning centre – a premises at which an approved education and care service (within the meaning of the Education and Care Services National Law (Victoria)) provides education and care to children, including 3- or 4-year-old kindergarten. The service is not provided for the purpose of profit or gain and the service is a feeder for enrolments to the school.

Note: playgroups do not fall within the definition of an early learning centre.

Entity – includes a trust.

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

Government funding – in relation to a school, means money that is provided to a school under an agreement or an arrangement with the State or the Commonwealth.

International Baccalaureate Diploma Programme – an accredited senior secondary course leading to a registered senior secondary qualification recognised under the Australian Qualifications Framework.

Mandatory reporting, failure to disclose, failure to protect and grooming

- 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** in section 327 of the **Crimes Act 1958** 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:
 - o www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence

- the **failure to protect offence** in section 49O of the **Crimes Act 1958** 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:
 - o www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to
 - The **offence of grooming for sexual conduct with a child under the age of 16** is found in section 49M of the **Crimes Act 1958**. That section provides:
 - (1) A person (A) commits an offence if –
 - (a) A is 18 years of age or more; and
 - (b) A communicates, by words or conduct (whether or not a response is made to the communication), with –
 - (i) another person (B) who is a child under the age of 16 years; or
 - (ii) another person (C) under whose care, supervision or authority B is; and
 - (c) A intends that the communication facilitate B engaging or being involved in the commission of a sexual offence by A or by another person who is 18 years of age or more.
 - (2) A person who commits an offence against subsection (1) is liable to level 5 imprisonment (10 years maximum).
 - (3) A does not intend to facilitate B engaging or being involved in the commission of a sexual offence by A or by another person who is 18 years of age or more if, were the conduct constituting the sexual offence to occur, A or the other person would satisfy an exception, or have a defence, to that sexual offence.
 - (4) It is immaterial that some or all of the conduct constituting an offence against subsection (1) occurred outside Victoria, so long as B or C was, or B and C were, in Victoria at the time at which that conduct occurred.
 - (5) It is immaterial that B or C was, or B and C were, outside Victoria at the time at which some or all of the conduct constituting an offence against subsection (1) occurred, so long as A was in Victoria at the time that conduct occurred.
 - (6) It is immaterial that A, B and C were all outside Victoria at the time at which some or all of the conduct constituting an offence against subsection (1) occurred, so long as A intended that the sexual offence would occur in Victoria.
 - (7) In this section –

communication includes an electronic communication within the meaning of the **Electronic Transactions (Victoria) Act 2000**;

sexual offence means –

 - (a) an offence against a provision of Subdivision (8A), this Subdivision (other than section 49K(1) or this section), (8C), (8D), (8E), (8F) or (8FA); or
 - (b) an attempt to commit an offence covered by paragraph (a); or
 - (c) an assault with intent to commit an offence referred to in paragraph (a).
- Further information can be obtained at:
- o www.justice.vic.gov.au/safer-communities/protecting-children-and-families/grooming-offence

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, whether expressly or otherwise, to study in Victoria.

Prohibited agreement or arrangement – an agreement or arrangement –

- (a) made between two or more of the following parties –
 - (i) the governing body of a 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; or
 - (ii) that involves a payment by the governing body of 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
 - (iii) 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)(i) 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) 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)(iii) 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.

A prohibited agreement or arrangement does not include an agreement or arrangement under which the proprietor of a school provides money (other than government funding) or property of the school to –

- a) a person or entity to conduct an early learning centre that is a feeder for enrolments to the school; or
- b) a person to provide school boarding services at a school boarding premises to students who are enrolled or attending that school, and where those services are not provided for the purposes of profit or gain.

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.

Registered provider – in relation to an accredited senior secondary or foundation secondary course means a person, body or school registered by the VRQA.

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.

School boarding premises – a premises at which school boarding services are provided or intended to be provided by a person for a fee or reward but does not include any of the following premises:

- (a) a premises at which accommodation services are provided under homestay arrangements by a person who resides at the premises to no more than three students who are enrolled at or attend or intend to enrol at or attend a registered school;
- (b) a premises or place at which camping facilities, including accommodation services, are provided on a short-term basis to students of a registered school who are required by the school to attend the premises or place as part of instruction in a key learning area or an extracurricular activity of the school;
- (c) a premises that is prescribed not to be a school boarding premises;
- (d) a premises at which accommodation services are provided by a prescribed person or body.

Note: Premises will not fall within the definition of school boarding premises if the accommodation services provided at the premises are not provided for the primary purpose of enabling or facilitating a person to enrol at or attend a registered school. Examples of accommodation services that are not provided primarily for that purpose include the following:

- (a) accommodation services provided by a parent (see the wide definition of parent in section 1.1.3(1) of the Act);
- (b) accommodation services provided at a youth justice centre or a youth residential centre within the meaning of the **Children, Youth and Families Act 2005**;
- (c) accommodation services that are provided as part of respite care within the meaning of the **Aged Care Act 1997** of the Commonwealth;
- (d) accommodation services that are facilitated, provided or regulated by the Department of Families, Fairness and Housing and the Department of Health, including the following:
 - (i) out of home care services or secure welfare services within the meaning of the **Children, Youth and Families Act 2005**;
 - (ii) accommodation provided at an NDIS dwelling within the meaning of the **Disability Act 2006**;
 - (iii) accommodation that is a residential service within the meaning of the **Disability Act 2006**;
 - (iv) accommodation services provided at a residential care service within the meaning of the **Health Services Act 1988**.

School boarding services – accommodation services provided for the primary purpose of enabling or facilitating a person to enrol at or attend a registered school.

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

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

Victorian Certificate of Applied Learning – an accredited senior secondary course leading to a registered senior secondary qualification recognised under the Australian Qualifications Framework.

Victorian Certificate of Education – an accredited senior secondary course leading to a registered senior secondary qualification recognised under the Australian Qualifications Framework.

Victorian Pathways Certificate – an accredited foundation secondary course.

APPENDIX 2

Abbreviations and acronyms

ASGS – Australian Statistical Geography Standard

CECV – Catholic Education Commission of Victoria Ltd

Cwth – Commonwealth

DET – Victorian Department of Education and Training

DMI – Direct Measure of Income

ELC – early learning centre

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

NDIS – National Disability Insurance Scheme

RTO – registered training organisation

VCAA – Victorian Curriculum and Assessment Authority

VCAL – Victorian Certificate of Applied Learning

VCE – Victorian Certificate of Education

VET – vocational education and training

VIT – Victorian Institute of Teaching

VPC – Victorian Pathways Certificate

VRQA – Victorian Registration and Qualifications Authority

Education and Training Reform Act 2006**NOTICE OF REVISED VICTORIAN REGISTRATION AND QUALIFICATIONS
AUTHORITY GUIDELINES FOR VET PROVIDERS**

Section 4.3.18A of the **Education and Training Reform Act 2006** authorises the Victorian Registration and Qualifications Authority (the Authority) to issue guidelines in relation to the registration of registered training organisations (RTO).

The revised Guidelines will apply from 1 May 2022 to all applicants seeking registration from the Authority to register an RTO, and all registered RTOs.

JONATHAN KAPLAN

Chief Executive Officer (Director)

Victorian Registration and Qualifications Authority

GUIDELINES FOR VET PROVIDERS**INTRODUCTION****Authority**

The Victorian Registration and Qualifications Authority (VRQA) *Guidelines for VET Providers* (the Guidelines) are issued under section 4.3.18A of the **Education and Training Reform Act 2006** (the Act) in response to the Ministerial Direction – Standards for Registered Training Organisations (Instrument No. MD146).

Purpose

The purpose of the Guidelines is:

- to ensure the quality of training and assessment services in Victoria reflects a nationally consistent approach to Vocational Education and Training (VET) regulation. The Guidelines align Victoria's regulatory settings to the national Standards for Registered Training Organisations 2015
- to ensure that VRQA registered training organisations (RTOs) are accountable in addressing the new Child Safe Standards where services are delivered to students under 18 years of age.

The Guidelines supersede all previous VRQA guidelines for VET providers and have been developed with reference to the relevant regulatory standards for RTOs in Victoria, set out in the following documents:

- Australian Quality Training Framework (AQTF), including the AQTF Essential Conditions and Standards for Initial and Continuing Registration
- Standards for Registered Training Organisations 2015
- Standards for VET Regulators 2015
- Child Safe Standards.

The Guidelines are divided into the following six parts:

- Guideline 1 – Governance, financial viability and management systems
- Guideline 2 – Transparency and oversight of third parties
- Guideline 3 – Trainer and assessor qualifications
- Guideline 4 – Delivery of training and assessment services
- Guideline 5 – Annual declaration of compliance
- Guideline 6 – Child Safe Standards.

GUIDELINE 1**Governance, financial viability and management systems**

This Guideline ensures that students can be confident that only VET providers that have appropriate educational governance arrangements and demonstrated management capacity have been registered to provide VET services.

1.1 An RTO must ensure that it has a current strategic plan and a detailed business plan which have been approved by its governing body.

- a. The strategic plan must detail the overall vision, mission, board of directors and strategic directions of the RTO and clearly indicate that provision of vocational education is a primary purpose of the RTO.
- b. The business plan must detail the operational and workforce development arrangements for a three-year period that incorporates:
 - i. description of the business including an organisation chart, courses, location(s) and facilities;
 - ii. a continuous improvement plan or risk management strategy;
 - iii. a workforce development plan;
 - iv. strategic alliances with other education or service providers or third-party arrangements;
 - v. training and assessment delivery including proposed facilities and delivery hours.

1.2 An RTO must demonstrate its financial viability and its capacity to sustain quality VET operations into the future by ensuring it has a 3-year financial plan that includes:

- a. projected student enrolments by qualifications
- b. a range of financial indicators, including:
 - i. cash flow;
 - ii. current ratio of total current assets versus total current liabilities (equal to or greater than one);
 - iii. debt ratio total liabilities/total assets (equal to or less than one)
- c. the VET provider showing that it has a financial guarantor with the capacity to service the guarantee and/or to demonstrate sufficient working capital to operate for at least six months without tuition fees
- d. details about whether any person involved in the management or provision of courses by the RTO meets any of the descriptions listed in section 4.3.11(2) of the Act.

1.3 An RTO must ensure that it has management systems that include:

- a. management information including:
 - i. details of company incorporation in Australia (alternatively evidence of being an incorporated body in receipt of government funds);
 - ii. a physical address of the company in Victoria for the purposes of serving notices;
 - iii. details of the directors, chief executive officer (CEO)/principal executive officer (PEO) and senior management members with associated police checks and Working with Children Checks if students are under 18 years of age;
 - iv. confirmation that at least one director or CEO/PEO has their principal residence in Victoria;
 - v. contact arrangements for the CEO/PEO including during holidays and other closure periods;
 - vi. physical addresses for the location of financial, student and staff records including archives and computer back-up storage
- b. a financial management system that includes management of student fee payments and student refunds

- c. a student records management system that has the capacity to provide the VRQA with Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) compliant data and to ensure that copies of student records are:
 - i. not able to be withheld from the RTO; and
 - ii. able to be provided in electronic and print versions at no cost to the VRQA in the event that the VET provider ceases operations
 - d. a staff records management system including arrangements which ensure that for each staff member involved in training and assessment, the RTO holds verified documentation indicating each staff member's qualifications and skills.
- 1.4 An RTO must ensure that it has appropriate governance structures that include:**
- a. transparent governance and ownership arrangements, such as a Board of Directors, governing council, executive management and academic management
 - b. a governance structure that includes appropriate appointments of persons for oversight of academic/educational integrity and quality assurance, such that:
 - i. for an RTO with anticipated ongoing operation of less than 150 equivalent full-time students or an annual student fee turnover of less than \$1.5 million per annum, persons are appointed with suitable qualifications and experience; and
 - ii. for all other RTOs, a governance committee is established that includes individuals who are independent of the RTO's ownership and are employed with suitable qualifications and experience
 - c. a CEO/PEO and members of the RTO's senior management team with appropriate qualifications and educational experience.

GUIDELINE 2

Transparency and oversight of third parties

This Guideline ensures that students are aware and can be confident that VET providers have appropriate arrangements with third parties.

- 2.1 An RTO must ensure that, where services are provided on its behalf by a third party, the provision of those services is the subject of a written agreement:**
- **a third party** means any party that provides services on behalf of the RTO but does not include a party to a contract of employment with the RTO
 - **services** mean training, assessment, related educational or support services and/or any activities related to the recruitment of prospective students, but does not include student counselling, mediation or information and communications technology (ICT) support services.
- 2.2 An RTO must ensure that any third-party delivering services on its behalf is required, under a written agreement, to cooperate with the VRQA:**
- a. by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services; and
 - b. for the purposes of the conduct of any audit or monitoring of its operations.
- 2.3 An RTO must notify the VRQA of any written agreement entered into under Guideline 2.2 for the delivery of services on its behalf:**
- a. within 30 calendar days of the agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first; and
 - b. within 30 calendar days of the agreement coming to an end.
- 2.4 An RTO must ensure that information, whether disseminated directly by an RTO or by another party on its behalf, is both accurate and factual, including by:**
- a. clarifying whether a third party is recruiting prospective students for an RTO on its behalf; and
 - b. distinguishing where it is delivering training and assessment on behalf of another RTO or where training and assessment is being delivered on its behalf by a third party.

- 2.5 Prior to the enrolment of students or the commencement of training and assessment, whichever comes first, an RTO must provide, in print or through referral to an electronic copy, current and accurate information that:**
- enables the student to make informed decisions about undertaking training with the RTO; and
 - (at a minimum) includes the name and contact details of any third party that will provide training/assessment, and related educational and support services to the student on the RTO's behalf.
- 2.6 Where there are any changes to agreed services, an RTO must advise the student of those changes as soon as practicable, including in relation to any relevant changes to existing or new third-party arrangements or changes in ownership.**
- 2.7 An RTO must have a complaints policy to manage and respond to allegations involving the conduct of:**
- the RTO, its trainers, assessors or other staff;
 - a third party providing services on the RTO's behalf, its trainers, assessors or other staff;
 - a student of the RTO.
- 2.8 An RTO must have an appeals policy to manage a request for the review of a decision, including an assessment decision, made by an RTO or a third party providing services on the RTO's behalf.**

GUIDELINE 3

Trainer and assessor qualifications (including individuals working under the supervision of a trainer)

This Guideline ensures that students are aware and can be confident that VET providers have appropriate trainers and assessors and there is high-quality delivery of training and assessment courses.

Trainer and assessor requirements

- 3.1 In addition to the requirements specified in Guidelines 3.2 and 3.3, an RTO's training and assessment must be delivered only by persons who have:**
- vocational competencies at least to the level being delivered and assessed;
 - current industry skills directly relevant to the training and assessment being provided; and
 - current knowledge and skills in vocational training and learning that informs their training and assessment.

Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.

- 3.2 An RTO's training and assessment must be delivered only by persons who have the qualifications specified in Item 1 or Item 2 of Schedule 1 of these Guidelines.**
- 3.3 Where a person conducts assessment only, an RTO must ensure that the person has the qualification specified in Item 2 of Schedule 1 of these Guidelines.**

Individuals working under the supervision of a trainer

- 3.4 Where the RTO, in delivering training and assessment, engages an individual who is not a qualified trainer/assessor, the individual must work under the supervision of a qualified trainer/assessor and must not determine assessment outcomes.**
- 3.5 An RTO must ensure that any individual working under the supervision of a trainer:**
- holds the skill set defined in Item 4 of Schedule 1 of these Guidelines;
 - has vocational competencies at least to the level being delivered and assessed; and
 - has current industry skills directly relevant to the training and assessment being provided.

GUIDELINE 4

Delivery of training and assessment services

This Guideline has been designed to ensure that students are aware of and can be confident of the quality of VET providers that deliver training and assessment services.

Amount of training

- 4.1 An RTO's training and assessment strategies and practices, including the amount of training it provides, must be consistent with the requirements of the training packages and VET-accredited courses, and enable each student to meet the requirements for each unit of competency or module in which the student is enrolled.**
- 4.2 For the purposes of Guideline 4.1, an RTO must determine the amount of training it provides to each student with regard to:**
 - a. the existing skills, knowledge and experience of the student;
 - b. the mode of delivery; and
 - c. where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.

Training and assessment courses

- 4.3 From 1 January 2016, to deliver any Australian Qualifications Framework (AQF) qualification or assessor skill set from the Training and Education Training Package (or its successor), an RTO must have undergone an independent validation of its assessment system, tools, processes and outcomes in accordance with the requirements contained in Schedule 2 (and the definitions of independent validation and validation) of these Guidelines.**
- 4.4 From 1 January 2016, to deliver any AQF qualification or skill set from the Training and Education Training Package (or its successor), an RTO must ensure that all trainers and assessors delivering the training and assessment hold the training and assessment qualification at least to the level being delivered.**
- 4.5 From 1 January 2017, to deliver the training and assessment qualification specified in Item 1 of Schedule 1 of these Guidelines, or any assessor skill set from the Training and Education Training Package (or its successor), an RTO must ensure all trainers and assessors delivering the training and assessment:**
 - a. hold the qualification specified in Item 5 of Schedule 1 of these Guidelines; or
 - b. work under the supervision of a trainer who holds the qualification specified in Item 5 of Schedule 1 of these Guidelines.
- 4.6 An RTO must ensure that any individual working under supervision holds the qualification specified in Item 4 of Schedule 1 of these Guidelines and does not determine assessment outcomes.**
- 4.7 An application to add any AQF qualification or assessor skill set from the Training and Education Training Package (or its successor) to an RTO's scope of registration will only be granted if an RTO has:**
 - a. held registration for at least 2 years continuously at the time of adding the qualification and/or skill set to scope; and
 - b. from 1 January 2016, undergone an independent validation of its assessment system, tools, processes and outcomes in accordance with Guideline 4.3.

GUIDELINE 5

Annual declaration of compliance

This Guideline ensures that VET providers undertake an annual self-compliance check of existing regulatory requirements. It includes reference to the Australian Quality Training Framework

(AQTF) which includes conditions and standards that Victorian RTOs are required to comply with under the **Education and Training Reform Act 2006** (available on the VRQA website).

5.1 An RTO registered with the VRQA must provide an annual declaration of compliance with the AQTF Essential Conditions and Standards for Continuing Registration (the AQTF Standards) and these Guidelines, and in particular whether it:

- a. currently meets the requirements of the AQTF Standards and these Guidelines across all of its existing scope of registration; and
- b. has met the requirements of the AQTF Standards for all AQF certification documentation that it has issued in the previous 12 months; and
- c. has training and assessment strategies and practices in place that ensure all current and prospective students are or will be trained and assessed in accordance with the requirements of the AQTF Standards and these Guidelines; and
- d. currently meets the requirements of Guideline 6 (Child Safe Standards), if applicable.

GUIDELINE 6

Child Safe Standards

Since 2017, RTOs that deliver training to persons under 18 years of age have been required to comply with the Child Safe Standards made by the Minister for Child Protection under section 17 of the Child Wellbeing and Safety Act 2005.

From 1 July 2022, the Child Safe Standards are changing. A summary of the new Child Safe Standards is set out below. Guideline 6 applies from 1 May 2022 to applicants for registration or RTOs that deliver, or intend to deliver, services to persons under 18 years of age.

For the purpose of Guideline 6, **services** mean training, assessment, and related educational and support services including student counselling, mediation or ICT support.

In addition to the requirements under the **Child Wellbeing and Safety Act 2005**, from 1 January 2023 it will be a requirement of the **Education and Training Reform Act 2006** (the Act) that:

- RTOs comply with the Child Safe Standards as a condition of registration (new section 4.3.17(2)(ab) of the Act),
- organisations applying for RTO registration must disclose whether they or their high managerial agent(s) has ever failed to comply with the Child Safe Standards (new section 4.3.16(2A)(f) of the Act).

Note: see clauses 60–62 of the **Child Wellbeing and Safety (Child Safe Standards Compliance and Enforcement) Amendment Act 2021** (No. 23 of 2021).

RTOs registered as at 1 May 2022 must provide a written notice to the VRQA to confirm whether they deliver, or intend to deliver, services to persons under 18 years of age. The written notice should be delivered to the VRQA at:

- vrqa.vet@education.vic.gov.au

This written notice must be provided to the VRQA no later than 30 June 2022.

Under Guideline 5, RTOs are required to complete an annual declaration of compliance and submit it to the VRQA by 1 April each year. RTOs that deliver services to persons under 18 are required to address their compliance with the Child Safe Standards in their annual declaration.

If the RTO's delivery model in respect of services to persons under 18 years of age substantially changes during the registration period, the RTO must update its written notice to the VRQA:

- if the RTO initially gave notice to only deliver services to adults, but decides to deliver services to persons under 18 years of age, the RTO must immediately notify the VRQA of that change and the date of effect. The RTO will be required to comply with the Child Safe Standards from this time

- if the RTO initially gave notice to deliver services to persons under 18 years of age, but decides to stop delivering such services, the RTO must notify the VRQA of that change within 30 calendar days of that decision. The RTO is not required to comply with the Child Safe Standards or Guideline 6 once the RTO stops delivering services to persons under 18 years of age.

To demonstrate compliance with Guideline 6, the RTO must have clear policies and procedures in place, enabled and supported by suitable governance and operational arrangements, which achieve the outcomes required for each Child Safe Standard and are appropriate for its student cohort and all premises where services are provided to persons under 18 years of age.

Where an RTO enters into a third-party agreement to support the delivery of services that involves persons under 18 years of age, the RTO must put in place suitable arrangements in accordance with the requirements of the Child Safe Standards.

An RTO is required to notify the VRQA of third-party agreements within 30 calendar days of the agreement taking effect. From 1 July 2022, the RTO must confirm if the contracted third party is delivering services to persons under 18 years of age and must confirm that third party operations address the minimum requirements and actions detailed in the new Standards.

RTOs may need to negotiate amendments to existing third-party agreements to ensure the RTO continues to comply with the Child Safe Standards.

New Child Safe Standards apply from 1 July 2022

In summary, the new Child Safe Standards deal with the following topics:

6.1 Child Safe Standard 1

Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

6.2 Child Safe Standard 2

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

6.3 Child Safe Standard 3

Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

6.4 Child Safe Standard 4

Families and communities are informed, and involved in promoting child safety and wellbeing.

6.5 Child Safe Standard 5

Equity is upheld and diverse needs respected in policy and practice.

6.6 Child Safe Standard 6

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

6.7 Child Safe Standard 7

Processes for complaints and concerns are child focused.

6.8 Child Safe Standard 8

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

6.9 Child Safe Standard 9

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

6.10 Child Safe Standard 10

Implementation of the Child Safe Standards is regularly reviewed and improved.

6.11 Child Safe Standard 11

Policies and procedures document how the relevant entity is safe for children and young people.

Further information about the Child Safe Standards can be found at the Commission for Children and Young People (CCYP) website:

- www.ccyp.vic.gov.au

Guidance information to support RTOs to address the Child Safe Standards can be found on the VRQA website:

- www.vrqa.vic.gov.au

SCHEDULE 1**Australian Qualifications Framework qualification or unit of competency**

Item	Guidelines	AQF qualification or unit of competency
1.	3.2–3.3	<p>Trainers and assessors</p> <p>On or prior to 30 June 2019, must hold one of the following:</p> <ul style="list-style-type: none"> • TAE40110 – Certificate IV in Training and Assessment (or its successor) • diploma or higher level qualification in adult education. <p>From 1 July 2019, must hold one of the following:</p> <ul style="list-style-type: none"> • TAE40116 – Certificate IV in Training and Assessment (or its successor) • TAE40110 – Certificate IV in Training and Assessment, and one of the following: <ul style="list-style-type: none"> • TAELLN411 – Address adult language, literacy and numeracy skills (or its successor) • TAELLN401A – Address adult language, literacy and numeracy skills <p>and one of the following:</p> <ul style="list-style-type: none"> • TAEASS502 – Design and develop assessment tools (or its successor) • TAEASS502A – Design and develop assessment tools • TAEASS502B – Design and develop assessment tools • a diploma or higher level qualification in adult education.
2.	3.2–3.3	<p>Assessors (anyone who provides assessment but not training)</p> <p>On or prior to 30 June 2019, must hold one of the following:</p> <ul style="list-style-type: none"> • TAESS00011 – Assessor Skill Set (or its successor) • TAE40110 – Certificate IV in Training and Assessment (or its successor) • a diploma or higher level qualification in adult education. <p>From 1 July 2019, must hold one of the following:</p> <ul style="list-style-type: none"> • TAESS00011 – Assessor Skill Set (or its successor) • TAESS00001 – Assessor Skill Set, and one of the following:

		<ul style="list-style-type: none"> • TAEASS502 – Design and develop assessment tools (or its successor) • TAEASS502A – Design and develop assessment tools (or its successor) • TAEASS502B – Design and develop assessment tools • TAE40116 – Certificate IV in Training and Assessment (or its successor) • TAE40110 – Certificate IV in Training and Assessment, and both the following: <ul style="list-style-type: none"> • TAELLN411 (or its successor) or TAELLN401A • TAEASS502 (or its successor) or TAEASS502A or TAEASS502B • a diploma or higher level qualification in adult education.
3.	3.3	As per item 2.
4.	3.5	Persons working under supervision
		<p>On or prior to 30 June 2019, must hold one of the following:</p> <ul style="list-style-type: none"> • TAESS00007 – Enterprise Trainer Presenting Skill Set (or its successor) • TAESS00008 – Enterprise Trainer – Mentoring Skill Set • TAESS00013 – Enterprise Trainer – Mentoring Skill Set (or its successor) • TAESS00003 – Enterprise Trainer and Assessor Skill Set. <p>From 1 July 2019, must hold one of the following:</p> <ul style="list-style-type: none"> • TAESS00007 – Enterprise Trainer – Presenting Skill Set • TAESS00014 – Enterprise Trainer – Presenting Skill Set (or its successor) • TAESS00008 – Enterprise Trainer – Mentoring Skill Set • TAESS00013 – Enterprise Trainer – Mentoring Skill Set or its successor • TAESS00003 – Enterprise Trainer and Assessor Skill Set • TAESS00015 – Enterprise Trainer and Assessor Skill Set (or its successor).
5.	4.5	<p>Persons delivering the Training and Education Training Package</p> <ul style="list-style-type: none"> • TAE50111 – Diploma of Vocational Education and Training • TAE50116 – Diploma of Vocational Education and Training (or its successor) • TAE50211 – Diploma of Training Design and Development (or its successor) • TAE50216 – Diploma of Training Design and Development (or its successor) • A higher level qualification in adult education

SCHEDULE 2**Independent validation for registered training organisations**

Independent validation requirements for an RTO delivering training and assessment qualifications or assessor skill sets from the Training and Education Training Package (or its successor).

For the purposes of Guideline 4.3, the requirements for independent validation will apply as follows:

- a. For an RTO applying to extend its scope of registration to include the delivery and assessment of an AQF qualification or assessor skill set from the Training and Education Training Package (or its successor), validation is of:
 - i. the RTO's assessment tools, processes and outcomes in relation to other AQF qualifications and/or units of competency on its scope of registration, as directed by the VET Regulator; and
 - ii. the assessment system to be adopted in the delivery of the training and assessment qualification or assessor skill set.
- b. For an RTO where its scope of registration includes the delivery and assessment of an AQF qualification or assessor skill set from the Training and Education Training Package (or its successor), validation is of:
 - i. the assessment system for delivery of the training and assessment qualification or assessor skill set; and
 - ii. the RTO's assessment tools, processes and outcomes in relation to the training and assessment qualification or assessor skill set.

For the purposes of Guideline 4.3, independent validation of AQF qualifications or the assessor skill set from the Training and Education Training Package (or its successor) must be conducted by one or more persons who collectively have:

- a. current knowledge and skills in vocational teaching and learning; and
- b. the training and assessment qualification or assessor skill set at least to the level being validated.

SCHEDULE 3**Standards for registered training organisations**

Mapping of the national Standards for RTOs 2015 to the Guidelines

	National Standard	Standard	Guideline
Governance, financial viability and management systems	Standards for RTOs 2015	7.2	1.1–1.4
Trainer and assessor qualifications	Standards for RTOs 2015	1.13	3.1
		1.14	3.2
		1.15	3.3
Individuals working under the supervision of a trainer	Standards for RTOs 2015	1.17	3.4
		1.18	3.5
Transparency and oversight of third-party arrangements	Standards for RTOs 2015	2.3	2.1
		4.1(e)(f)	2.4
		5.2(b)(iv)	2.5
		5.4	2.6
		6.1	2.7
		6.2	2.8
		8.2	2.2
		8.3	2.3
Amount of training	Standards for RTOs 2015	1.1	4.1
		1.2	4.2
Independent validation of training and assessment qualifications	Standards for RTOs 2015	1.25	4.3
Approval for Training and Education (TAE) qualifications	Standards for VET Regulators 2015	1.5	4.7
Trainer and assessor qualifications for delivering training and assessment qualifications	Standards for RTOs 2015	1.21	4.4
		1.23	4.5
		1.24	4.6
Annual declaration of compliance	Standards for RTOs 2015	8.4	5.1

SCHEDULE 4

Glossary of key terms

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET-accredited course.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensures assessments are consistent and are based on the Principles of Assessment and the Rules of Evidence.

Australian Qualifications Framework (AQF) means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET-accredited course.

Current industry skills are the knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Current industry skills may be informed by consultations with industry and may include, but are not limited to:

- a. having knowledge of and/or experience using the latest techniques and processes;
- b. possessing a high level of product knowledge;
- c. understanding and knowledge of legislation relevant to the industry and to employment and workplaces;
- d. being customer/client-oriented;
- e. possessing formal industry and training qualifications;
- f. training content that reflects current industry practice.

Educational and support services may include, but are not limited to:

- a. pre-enrolment materials;
- b. study support and study skills programs;
- c. language, literacy and numeracy programs or referrals to these programs;
- d. equipment, resources and/or programs to increase access for students with disabilities and other students in accordance with access and equity;
- e. learning resource centres;
- f. mediation services or referrals to these services;
- g. flexible scheduling and delivery of training and assessment;
- h. counselling services or referrals to these services;
- i. ICT support;
- j. learning materials in alternative formats, for example, in large print;
- k. learning and assessment programs contextualised to the workplace;
- l. any other services that an RTO considers necessary to support students to achieve competency.

Independent validation means that the validation is carried out by a validator or validators who:

- a. are not employed or subcontracted by an RTO to provide training and assessment;
- b. have no other involvement or interest in the operations of an RTO.

Industry means the bodies that have a stake in the services provided by an RTO. These can include, but are not limited to:

- a. enterprise/industry clients, e.g. employers;
- b. group training organisations;
- c. industry organisations;
- d. industry regulators;
- e. industry skills councils or similar bodies;
- f. industry training advisory bodies;
- g. unions.

Services mean training, assessment, related educational and support services and/or any activities related to the recruitment of prospective students. It does not include services such as student counselling, mediation or ICT support. (Except for Guideline 6)

Student means a person being trained and/or assessed by an RTO for the purpose of issuing AQF certification documentation.

Third party means any party that provides services on behalf of an RTO but does not include a contract of employment between an RTO and its employee.

Training and assessment strategies and practices are the approach of, and method adopted by, an RTO with respect to training and assessment designed to enable students to meet the requirements of the training package or accredited course.

Training package means the components of a training package endorsed by the Industry and Skills Council or its successor to meet the needs of an industry or a group of industries, in accordance with the Standards for Training Packages. The endorsed components of a training package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Guidelines. A training package also consists of a non-endorsed, quality-assured companion volume(s) which contains industry advice to RTOs on different aspects of implementation.

Training and Education (TAE) Training Package means the training package that contains the TAE qualifications (AQF qualifications) as listed on the national register of information on training packages found at: www.training.gov.au

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

Validation is the quality review of the assessment process. Validation involves checking that the assessment tool(s) produce valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the training package or VET-accredited courses are met. It includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.

Vocational education and training (VET) accredited course means a course accredited by the VRQA, Australian Skills Quality Authority (ASQA) or the Training Accreditation Council Western Australia (TACWA).

Forests Act 1958**DETERMINATION OF FIREWOOD COLLECTION AREAS**

I, Andrew Morrow, Deputy Chief Fire Officer, Barwon South West Region, Department of Environment, Land, Water and Planning, make the following determination under section 57U of the **Forests Act 1958**.

Definitions

In this determination and with reference to a numbered item in the table in the determination:

- (a) **closing date**, being the date of revocation of the determination of a firewood collection area, means the date specified in column 6 of the item;
- (b) **opening date**, being the date on which the determination of a firewood collection area comes into operation, means the date specified in column 5 of the item or, if no date is specified, the date on which this determination is published in the Government Gazette.

Determination

Each area of State forest shown hatched on a plan lodged in the Central Plan Office of the Department of Environment, Land, Water and Planning, the number of which is shown in column 1 of an item in the table in this determination, is a firewood collection area for the purposes of section 57U of the **Forests Act 1958**, effective from the opening date for that area until the closing date for that area (inclusive).

Table – Firewood collection areas

Item no.	Column 1 LEGL no.	Column 2 DELWP region	Column 3 DELWP district	Column 4 Name of firewood collection area	Column 5 Opening date	Column 6 Closing date
1	LEGL./ 21-736	Barwon South West	Far South West	Mount Clay State Forest – Mount Clay Road		30/06/2022

Notes

- The information in columns 2, 3 and 4 of the table is for information only.
- DELWP** means Department of Environment, Land, Water and Planning.
- The legal plan of any firewood collection area may be obtained from the Central Plan Office of the Department of Environment, Land, Water and Planning – see <<https://www.landata.vic.gov.au>>, select Central Plan Office, and LEGL Plan. Maps of firewood collection areas that are open from time to time may be obtained from <www.ffm.vic.gov.au/firewood>.
- There are no firewood collection areas open outside the firewood collection seasons as defined in the **Forests Act 1958**.

Dated 11 April 2022

ANDREW MORROW

Deputy Chief Fire Officer, Barwon South West Region
Department of Environment, Land, Water and Planning
as delegate of the Secretary to the
Department of Environment, Land, Water and Planning

Gambling Regulation Act 2003**NOTICE OF MAKING OF RULES FOR THE CONDUCT OF KENO
UNDER SECTION 6A.2.13**

Keno (VIC) Pty Ltd, ACN 105 341 366, of Level 21, Tower 2, 727 Collins Street, Melbourne, Victoria 3008, hereby gives notice of the making of rules for the conduct of keno effective on and from 15 April 2022.

SUE VAN DER MERWE

Managing Director, Lotteries and Keno

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.

Feature Naming:

Change Request Number	Place Name	Authority	Location
148061	Wang toolome parnung	Melbourne Water Corporation	Located at the western end of Norsemans Road adjacent to Coronet Bay. For further details see map at www.land.vic.gov.au/place-naming

Road Naming:

Change Request Number	Road Name	Locality	Authority and Location
142855	Watson Lane	Tintaldra	Towong Shire Council The road traverses north off Murray River Road.
142853	Old Stockyard Lane	Tintaldra	Towong Shire Council The road traverses east off Main Street.
142849	Chitty Lane	Tintaldra	Towong Shire Council The road runs east off Back Tintaldra Road
142852	Jarvis Lane	Tintaldra	Towong Shire Council Located between Back Tintaldra Road and Main Street
142851	Vogel Lane	Tintaldra	Towong Shire Council The road runs west off Main Street.

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 Interim Prohibition Order is made pursuant to section 90 of the **Health Complaints Act 2016**.

The Health Complaints Commissioner (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:	Greg Leonard Jackman ABN (29 753 240 070) in the State of Victoria
Date this Interim Prohibition Order is made:	4 April 2022
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 27 June 2022 while an investigation is conducted unless it is revoked before that date.
Effect of this Interim Prohibition Order:	<ol style="list-style-type: none"> The general health service provider named above must not directly or indirectly: <ol style="list-style-type: none"> advertise or cause to be advertised, or offer or cause to be offered, or provide or cause to be provided, establish, direct or otherwise operate any business that either advertises, offers or provides (or causes to be advertised, offered or provided); any general health service, including counselling or psychotherapy services, paid or otherwise, in a clinical or non-clinical capacity to female members of the public. The general health service provider named above must prominently display a copy of this Interim Prohibition Order at any business premises at which they provide services and ensure that it is easily visible to the public until such time as the Interim Prohibition Order expires or is revoked. The general health service provider named above must publish a copy of this Interim Prohibition Order, in a manner that is easily visible to the public, on the homepage of any website or social media platform used by the provider or any business operated by the provider to offer or promote any general health services including counselling or psychotherapy services. The published IPO must remain in a prominent position on the home page of all websites at all times until the IPO expires or is revoked.

In this Interim Prohibition Order ‘general health service’ and ‘general health service provider’ have the same meaning as in section 3 of the **Health Complaints Act 2016**.

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

ELIZABETH LANGDON
Acting Health Complaints Commissioner

Marine Safety Act 2010

Section 211(1)(b)

NOTICE CONTROLLING NAVIGATION IN THE VICINITY OF WORKS

Parks Victoria, as the declared waterway manager for the waters of the Local Port of Port Phillip, makes the following notice under section 211(1)(b)(i) of the **Marine Safety Act 2010** (the Act).

For the purposes of the works activity proposed by Southern Program Alliance for surface rectification works on the CSR Rail Bridge, the navigation and movement of vessels is prohibited from waters of Patterson River as detailed below in Table 1, excluding vessels involved in the works and Parks Victoria vessels.

Table 1: CSR Rail Bridge rectification works

Dates	Prohibited Waters	Works Activity
26 April 2022 to 7 June 2022	Waters below Nepean Hwy/CSR Rail Bridge; Patterson River One half of the river closed at any one time, starting with the Southern bank, with the remainder of the river open to vessel traffic 130 metres long, extending approximately 55 metres from the Southern bank, or 150 metres long, extending approximately 55 metres from the Northern bank.	Suspended scaffold system from bridge structure (3.8 above water line) in place to conduct rectification works on the CSR Rail bridge.

The exclusion zone will be marked by four floating buoys and the use of a buoy line, one sign float and two caution buoys along the length of the exclusion zone. All buoys are fitted with 1–2 nautical mile yellow flashing lights. A VMS board will be set up on the entrance to Patterson River, and a sign float to be installed approximately 190 upstream of the bridge to advise there is a section of river closed ahead.

Times and dates are subject to change. Changes to times, durations or days will be advertised on Parks Victoria's website and Notice to Mariners.

This notice has effect from 26 April 2022 to 7 June 2022.

Dated 7 April 2022

BY ORDER OF PARKS VICTORIA

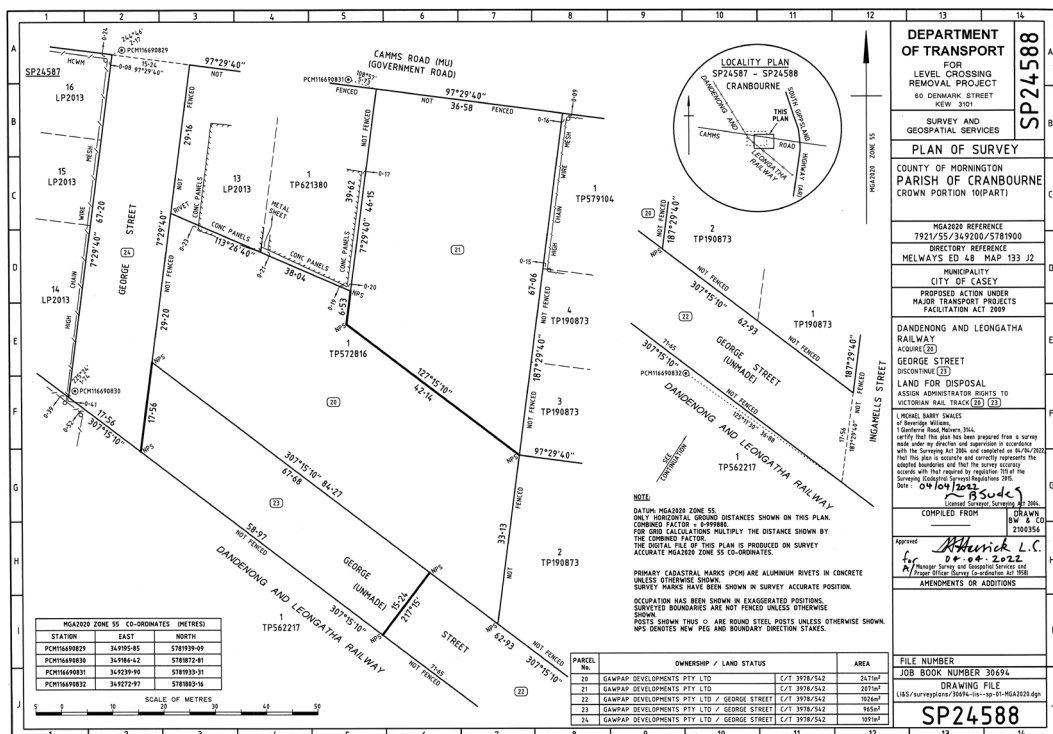
Major Transport Projects Facilitation Act 2009**APPROVED FORM UNDER SECTION 113A****Notice of Acquisition****Compulsory Acquisition of Interest in Land**

The Secretary to the Department of Transport, as the project authority for the approved project known as the Camms Road Level Crossing Removal Project, declares that by this notice it acquires the following interest in the land described as Parcel 20 on Survey Plan 24588 being part of the land contained in Certificate of Title Volume 03978 Folio 542:

The interest in fee simple of the registered proprietor Gawpap Developments Pty Ltd and all other interests in the land.

The acquisition is made pursuant to section 112 of the **Major Transport Projects Facilitation Act 2009** for the purpose of the Camms Road Level Crossing Removal Project.

A Notice of Intention to Acquire the interest in the land was served on 10 December 2021.



For and on behalf of the Secretary to the Department of Transport

Signed: DAVID ROCHE

Name: David Roche

Director, Property Projects

Department of Transport

Date 14 April 2022

Date 14 April 2022

Occupational Health and Safety Act 2004

NOTICE OF ORDER APPROVING THE LEAD COMPLIANCE CODE

I, Ingrid Stitt, Minister for Workplace Safety, as Minister administering the **Occupational Health and Safety Act 2004** (OHS Act), give notice of the following:

Under section 7(1)(b)(ii) of the OHS Act, it is within the power of the Victorian WorkCover Authority (VWA) to recommend that I approve the making of a compliance code. Compliance codes provide practical guidance to persons who have duties or obligations under the OHS Act or the Occupational Health and Safety Regulations 2017. Under section 149(1) of the OHS Act, I may make an order approving a compliance code.

The VWA has recommended the making of the Lead compliance code. According to section 7(3) of the OHS Act, before making that recommendation the VWA must have issued the proposed compliance code for public review and comment. I am satisfied that the proposed compliance code was issued for public review and comment.

Section 149(5) of the OHS Act requires that, as soon as practicable after making an order approving a compliance code, I must ensure that notice of the making is published in the Government Gazette and a newspaper circulating generally throughout the state.

Notice is hereby given that I have made an order approving the Lead compliance code.

This Order comes into operation on the day on which this notice is published in the Government Gazette.

Copies of the Lead compliance code and each document applied, adopted or incorporated by the Lead compliance code are available for inspection by members of the public, without charge, at the head office of the Victorian WorkCover Authority at 1 Malop Street, Geelong, during normal business hours. The Lead compliance code is also available online at worksafe.vic.gov.au

INGRID STITT MP
Minister for Workplace Safety



East Gippsland **Water**

Water Act 1989

DECLARATION OF SERVICED PROPERTIES

In accordance with section 144 of the **Water Act 1989**, I advise that the following properties have been provided with reticulated services and are now liable to be rated as a serviced property for sewerage and/or water service purposes as from the following dates:

PROPERTY DESCRIPTION	PROPERTY ADDRESS	DATE	SERVICE
Lots 1–2 PS903603	Princes Highway and Weekes Road, Lakes Entrance	24.02.2022	Water
Lots 1–5 PS847899	Capes Road, Lakes Entrance	08.03.2022	Water and Sewer
Lots 1–2 PS831213	Main Road, Lindenow	08.03.2022	Water and Sewer
Lots 1–5 PS903597	Railway Court, Bairnsdale	09.03.2022	Water and Sewer
Lots 1–2 PS903391	Princes Highway, Lucknow	10.03.2022	Water and Sewer
Lots A and B PS907197	Paynesville Road, Eagle Point	18.03.2022	Water and Sewer

A plan of the serviced properties is available by contacting the Corporation's office on 1800 671 841 or visiting the Corporation's office at 133 Macleod Street, Bairnsdale.

STEVE MCKENZIE
Managing Director



Water Act 1989

NOTICE OF DECLARATION OF SERVICED PROPERTIES DECLARATION NO. 833

Central Highlands Water declares the properties as described below to be serviced properties for the purpose of the **Water Act 1989** on and from Thursday 9 June 2022.

PROPERTY	TOWNS	TYPE
TP869222V Lot 19	Ballarat East	sewer
PS8458544D Lot 1 and 2	Ballarat East	water/sewer
PS824292P/S1 Lot 1–9 incl.	Ballarat East	water/sewer
PS804706B Lot 1 and 2	Ballarat East	water/sewer
PS832068Y Lot 1 and 2	Ballarat North	water/sewer
LP87320 Lot 2	Beaufort	water/sewer
PS837944X Lot 1 and 2	Brown Hill	water/sewer
PS820889X Lot 2–5 incl.	Brown Hill	water/sewer
PS738315J Lot 1 and 2	Canadian	water/sewer
C/A 9 Sec 20	Carisbrook	sewer
TP116744Q Lot 1	Carisbrook	water
C/A 6 Sec 9	Clunes	sewer
LP126072 Lot 2	Clunes	water
PS848537A Lot 1–4 incl.	Clunes	water/sewer
PS728127R Lot 6 and 7	Creswick	water/sewer
C/A V Sec A	Daylesford	water
PS845788P Lot 1 and 2	Daylesford	water/sewer
PS903734T Lot 1 and 2	Daylesford	water/sewer
C/A 4 Sec 11	Linton	water
PS830197X Lot 5–19 incl.	Mount Helen	water/sewer
LP72392 Lot 2	Newton	water
C/A 2050	Redan	water/sewer
PS824272V/S1 Lot 1–14, 67, 68, 72–88 incl.	Sebastopol	water/sewer
PS824272V Lot 15–66, 71 and 81–86 and 89	Sebastopol	water/sewer
PS842715K Lot 1–3 incl.	Sebastopol	water/sewer
C/A 11 Sec 159	Waubra	water
PS848609B Lot 401–433 incl.	Winter Valley	water/sewer
PS837955S Lot 201–232 incl.	Winter Valley	water/sewer
PS848319L Lot 1–56 incl.	Winter Valley	water/sewer
PS812423T Lot 201–251 incl.	Winter Valley	water/sewer

For more information contact Central Highlands Water on 1800 061 514

Water Act 1989**GREATER WESTERN WATER (PREVIOUSLY CITY WEST WATER AND WESTERN WATER) – DECLARATION OF SERVICED PROPERTIES**

Pursuant to section 144 of the **Water Act 1989**, Greater Western Water (previously City West Water and Western Water) declares the following land to be serviced property for the listed services on or from the Declaration Date/s listed below.

Lot/s	PS Number	Address	Commence Date	Services
1–5	PS841710B	25 Higgins Court, Bacchus Marsh	23/02/2021	Water/Sewer
1–4	PS821764P	102 High Street, Melton	21/04/2021	Water/Sewer
1–2	PS901473G	24 Melba Avenue, Sunbury	9/11/2021	Water/Sewer
201–252	PS838801R	Majesty Estate, Stage S2, Bonnie Brook	21/02/2022	Water/Sewer
1301–1349	PS822767C	Hillgrove Estate, Stage 13, Rockbank	21/02/2022	Water/Sewer
533–538	PS844115A	Monument Estate, Stage 5a, Bonnie Brook	4/03/2022	Water/Sewer
401–414	PS840616X	The Village Estate, Stage 4a, Thornhill Park	4/03/2022	Water/Sewer
301–335	PS840614C	The Village Estate, Stage 3, Thornhill Park	4/03/2022	Water/Sewer
1–9	PS842455K	2 Findale Walk, Thornhill Park	4/03/2022	Water/Sewer
901–950	PS841634Q	Deanside Village Estate, Stage 9, Deanside	7/03/2022	Water/Sewer
619–686	PS838463K	Opalia Estate Stage 6, Weir Views	11/03/2022	Water/Sewer
642–649	PS902125B	33 Nash Blvd, Rockbank	16/03/2022	Water/Sewer
601–618	PS844128Q	Opalia Estate – Stage 6a, Weir Views	16/03/2022	Water/Sewer
701–750	PS649486A	Maplewood Estate, Stage 7a, Melton South	16/03/2022	Water/Sewer
961–976	PS835707Y	Stonehill Estate, Stage 24b, Maddingley	18/03/2022	Water/Sewer
701–748	PS831735Q	Attwell Estate, Stage 7, Deanside	18/03/2022	Water/Sewer
401–464	PS837639D	Kingsfield Estate, Stage 4, Sunbury	25/03/2022	Water/Sewer
501–577	PS837661L	Kingsfield Estate, Stage 5, Sunbury	29/03/2022	Water/Sewer
601–625	PS841622X	Kingsfield Estate, Stage 6, Sunbury	31/03/2022	Water/Sewer
1–2	PS802429M	5 Cascarilla Street, Aintree	18/11/2019	Water/ Recycled Water/Sewer
1–2	PS844100P	280 Frontier Avenue, Aintree	9/03/2022	Water/ Recycled Water/Sewer

Water Act 1989**YARRA VALLEY WATER – DECLARATION OF SERVICED PROPERTIES
FOR THE PURPOSE OF THE SUPPLY OF SEWERAGE SERVICES.**

Pursuant to section 144 of the **Water Act 1989**, Yarra Valley Water declares the following properties to be serviced by sewer from the Declaration Date listed below.

Smart Pressure	8/04/2022	5–7 Aviemore Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	27–29 Aviemore Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	9 Aviemore Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	31–33 Aviemore Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	42–44 Granard Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	34–36 Granard Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	15–17 Aviemore Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	19–21 Aviemore Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	38–40 Granard Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	11–13 Aviemore Avenue, Park Orchards 3114
Smart Pressure	8/04/2022	2 Daniel Court, Park Orchards 3114
Smart Pressure	8/04/2022	23–25 Aviemore Avenue, Park Orchards 3114
Gravity	8/04/2022	6–8 Granard Avenue, Park Orchards 3114
Gravity	8/04/2022	4 Daniel Court, Park Orchards 3114
Gravity	8/04/2022	29–31 Granard Avenue, Park Orchards 3114
Gravity	8/04/2022	33–35 Granard Avenue, Park Orchards 3114
Gravity	8/04/2022	41–43 Granard Avenue, Park Orchards 3114
Gravity	8/04/2022	37–39 Granard Avenue, Park Orchards 3114
Gravity	8/04/2022	45–47 Granard Avenue, Park Orchards 3114

In the interests of public health and the preservation of the environment, please arrange for your property to be connected to sewer as soon as possible. This work can be arranged through a licensed plumber. If you have any questions, please call 1300 651 511.

For more information visit www.yvw.com.au

Wildlife Regulations 2013**NOTICE OF APPROVED WILDLIFE EVENTS**

I, Jennifer Cane, Manager Permissions Delivery as delegate of the Secretary to the Department of Environment, Land, Water and Planning (DELWP), give notice under regulation 39A of the Wildlife Regulations 2013 of my approval for the following wildlife events, at which the holder of a category of wildlife licence specified may display, buy, sell, acquire, receive, keep, or possess wildlife in accordance with that licence, subject to the following conditions:

Date	1 May 2022
Event	Melbourne Bird Expo
Place	Templestowe College 'S' Wing, 7 Cypress Avenue, Lower Templestowe, Victoria 3107
Organisation	Avicultural Society of Australia
Category of Wildlife Licence	Wildlife Basic Licence Wildlife Advanced Licence Wildlife Dealer Licence Wildlife Demonstrator Licence Wildlife Displayer Licence
Conditions	<ol style="list-style-type: none"> 1. Eligible wildlife licence holders must meet and comply with the rules stipulated by the organisation. 2. This approval is only valid when the event organiser maintains current and appropriate public liability insurance for not less than \$10 million for the specified events. Proof of this insurance must be provided upon request by any authorised officer of the Department of Environment, Land, Water and Planning. 3. The direction of any authorised officer of the Department of Environment, Land, Water and Planning, in relation to this approval, must be followed.

Date	9 June 2022 to 13 June 2022
Event	AUSAWA 2022 Championships
Place	York on Lilydale, 138 York Road, Mount Evelyn, Victoria 3796
Organisation	Australian Association of Wildlife Artists
Category of Wildlife Licence	Wildlife Basic Licence Wildlife Advanced Licence Wildlife Demonstrator Licence Wildlife Displayer Licence Wildlife Specimen Licence Wildlife Taxidermist Licence
Conditions	<ol style="list-style-type: none"> 1. Eligible wildlife licence holders must meet and comply with the rules stipulated by the organisation. 2. This approval is only valid when the event organiser maintains current and appropriate public liability insurance for not less than \$10 million for the specified events. Proof of this insurance must be provided upon request by any authorised officer of the Department of Environment, Land, Water and Planning. 3. The direction of any authorised officer of the Department of Environment, Land, Water and Planning, in relation to this approval, must be followed.

Planning and Environment Act 1987
BOROONDARA PLANNING SCHEME
Notice of Approval of Amendment
Amendment C362boro

The Minister for Planning has approved Amendment C362boro to the Boroondara Planning Scheme.

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

The Amendment updates the existing Heritage Overlay 72 (HO72) – River House, 2 Hodgson Street, Kew and applies new heritage controls (HO937) for the properties at 25 Swinton Avenue, Kew and 3/2 Hodgson Street, Kew (part).

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected at the Boroondara City Council website at www.boroondara.vic.gov.au and/or free of charge, during office hours, at the offices of the Boroondara City Council, 8 Inglesby Road, Camberwell.

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

Planning and Environment Act 1987
GREATER SHEPPARTON PLANNING SCHEME
Notice of Approval of Amendment
Amendment C235gshe

The Minister for Planning has approved Amendment C235gshe to the Greater Shepparton Planning Scheme.

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

The Amendment corrects a number of mapping and ordinance anomalies introduced into the Greater Shepparton Planning Scheme through Amendment C205gshe.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected, free of charge, during office hours, at the offices of the Greater Shepparton City Council, 90 Welsford Street, Shepparton, or online at the Greater Shepparton City Council website at www.greatershepparton.com.au

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

Planning and Environment Act 1987

HEPBURN PLANNING SCHEME

Notice of Approval of Amendment

Amendment C81hepb

The Minister for Planning has approved Amendment C81hepb to the Hepburn Planning Scheme.

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

The Amendment rezones Crown Allotment 2022, PP5178, Parish of Clunes (rear of 98 Bailey Street, Clunes) from Public Use Zone 6 – Local Government (PUZ6) to Neighbourhood Residential Zone (NRZ).

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation and free of charge, during office hours, at the offices of the Hepburn Shire Council, Customer Service Centre, corner Duke Street and Albert Street, Daylesford and online at www.hepburn.vic.gov.au

STUART MENZIES

Director, State Planning Services

Department of Environment, Land, Water and Planning

Planning and Environment Act 1987

MANSFIELD PLANNING SCHEME

Notice of Approval of Amendment

Amendment C45mans

The Minister for Planning has approved Amendment C45mans to the Mansfield Planning Scheme.

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

The Amendment rezones land at 57 Stock Route, Mansfield from Low Density Residential Zone to General Residential Zone – Schedule 1; removes the Development Plan Overlay – Schedule 2 from the land; and amends Clause 11.01-1L-01 Mansfield Township.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected, free of charge, during office hours, at the offices of the Mansfield Shire Council, 33 Highett Street, Mansfield, and at the Council's website at www.mansfield.vic.gov.au

STUART MENZIES

Director, State Planning Services

Department of Environment, Land, Water and Planning

Planning and Environment Act 1987
MELBOURNE PLANNING SCHEME
Notice of Approval of Amendment
Amendment C424melb

The Minister for Planning has approved Amendment C424melb to the Melbourne Planning Scheme.

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

The Amendment extends the expiry date of interim heritage controls which apply to places and precincts within the Hoddle Grid until 29 November 2022.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected, free of charge, during office hours, at the offices of the Melbourne City Council, Town Hall, 120 Swanston Street, Melbourne or on the Council's website at www.melbourne.vic.gov.au

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

Planning and Environment Act 1987
MONASH PLANNING SCHEME
Notice of Approval of Amendment
Amendment C152mona

The Minister for Planning has approved Amendment C152mona to the Monash Planning Scheme.

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

The Amendment makes administrative, formatting and technical changes to local provisions of the Monash Planning Scheme to reflect reforms introduced by Amendment VC142 and VC148 and to ensure greater consistency with the Ministerial Direction on the Form and Content of Planning Scheme, as part of the Smart Planning Program.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected, free of charge, at the Monash City Council website at www.monash.vic.gov.au and/or during office hours, at the offices of the Monash City Council, 293 Springvale Road, Glen Waverley.

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

Planning and Environment Act 1987**MORELAND PLANNING SCHEME****Notice of Approval of Amendment****Amendment C215more**

The Minister for Planning has approved Amendment C215more to the Moreland Planning Scheme.

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

The Amendment amends the incorporated document: *Moreland Development Contributions Plan, January 2015* to extend the date by which projects funded via the development contributions plan will be delivered.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected, free of charge, at the Moreland City Council website at www.moreland.vic.gov.au or during office hours, at the offices of the Moreland City Council, Moreland Civic Centre, 90 Bell Street, Coburg.

STUART MENZIES

Director, State Planning Services

Department of Environment, Land, Water and Planning

Planning and Environment Act 1987**NILLUMBIK PLANNING SCHEME****Notice of Approval of Amendment****Amendment C141nill**

The Minister for Planning has approved Amendment C141nill to the Nillumbik Planning Scheme.

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

The Amendment applies the Heritage Overlay to part of 50 Oatland Road, Plenty on an interim basis until 9 February 2023.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected, free of charge, at the Nillumbik Shire Council website at www.participate.vic.gov.au/amendment-c141 and during office hours, at the Nillumbik Shire Council Offices, Civic Drive, Greensborough 3088.

STUART MENZIES

Director, State Planning Services

Department of Environment, Land, Water and Planning

Planning and Environment Act 1987
PORT OF MELBOURNE PLANNING SCHEME
Notice of Approval of Amendment
Amendment C4pmel

The Minister for Planning has approved Amendment C4pmel to the Port of Melbourne Planning Scheme.

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

The Amendment translates the Port Strategic Statement at Clause 21 of the Port of Melbourne Planning Scheme into the Planning Policy Framework (PPF) and implements the relevant land use and development policy directions of the *2050 Port Development Strategy* and *Victorian Freight Plan 2018*.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation.

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

Planning and Environment Act 1987
TOWONG PLANNING SCHEME
Notice of Approval of Amendment
Amendment C38towg

The Minister for Planning has approved Amendment C38towg to the Towong Planning Scheme.

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

The Amendment rezones former Tallangatta Valley Primary School site from Public Use Zone 2 – Education to Rural Activity Zone to facilitate sale of surplus land.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected, free of charge, at the Towong Shire Council website at www.towong.vic.gov.au or during office hours, at the offices of the Towong Shire Council, 32 Towong Street, Tallangatta.

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

Planning and Environment Act 1987
WARRNAMBOOL PLANNING SCHEME

Notice of Approval of Amendment

Amendment C204warr

The Minister for Planning has approved Amendment C204warr to the Warrnambool Planning Scheme.

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

The Amendment implements the recommendations of the *Warrnambool City Council Advertising Signage Policy – Background Report (2019)* by introducing new local planning policy into the Warrnambool Planning Scheme to guide the location, scale and type of signage within the municipality.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected, free of charge, at the Warrnambool City Council website www.warrnambool.vic.gov.au or during office hours, at the offices of the Warrnambool City Council, Warrnambool Civic Centre, 25 Liebig Street, Warrnambool.

STUART MENZIES

Director, State Planning Services

Department of Environment, Land, Water and Planning

Planning and Environment Act 1987
WODONGA PLANNING SCHEME

Notice of Approval of Amendment

Amendment C137wdon

The Minister for Planning has approved Amendment C137wdon to the Wodonga Planning Scheme.

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

The Amendment corrects mapping errors, corrects spelling errors and deletes redundant provisions.

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 or by contacting 1800 789 386 to arrange a time to view the Amendment documentation. A copy of the Amendment can also be inspected, free of charge, during office hours, at the offices of the 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

HUME PLANNING SCHEME

Amendment C250hume

Notice of Lapsing of Amendment

The Hume City Council has resolved to abandon Amendment C250hume to the Hume Planning Scheme.

The Amendment proposed to rezone land at 140–204 Western Avenue, 47–67 Wright Street and 69–99 Wright Street, Westmeadows from Farming Zone – Schedule 3 (FZ3) to General Residential Zone – Schedule 1 (GRZ1) and Industrial 3 Zone (INZ3) and apply the Development Plan Overlay – Schedule 33 (DPO33) to the whole of the land.

The Amendment lapsed on 28 March 2022.

STUART MENZIES

Director, State Planning Services

Department of Environment, Land, Water and Planning

ORDERS IN COUNCIL**Development Victoria Act 2003****PROJECT ORDER****Order in Council**

The Governor in Council under section 34 of the **Development Victoria (Vic) Act 2003** (the Act) by Order:

- (a) declares the Twelve Apostles Redevelopment (Main Works) Project to be a project to which the Act applies;
- (b) specifies that the following provisions of Divisions 2, 3, 4, 5, and 6 of Parts 3, 4 and 5A of the Act are to apply to the declared project: Sections 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 53, 54;
- (c) specifies that the area of land as shown hatched in the plan attached is to be the project area for the purposes of the Declared Project.

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

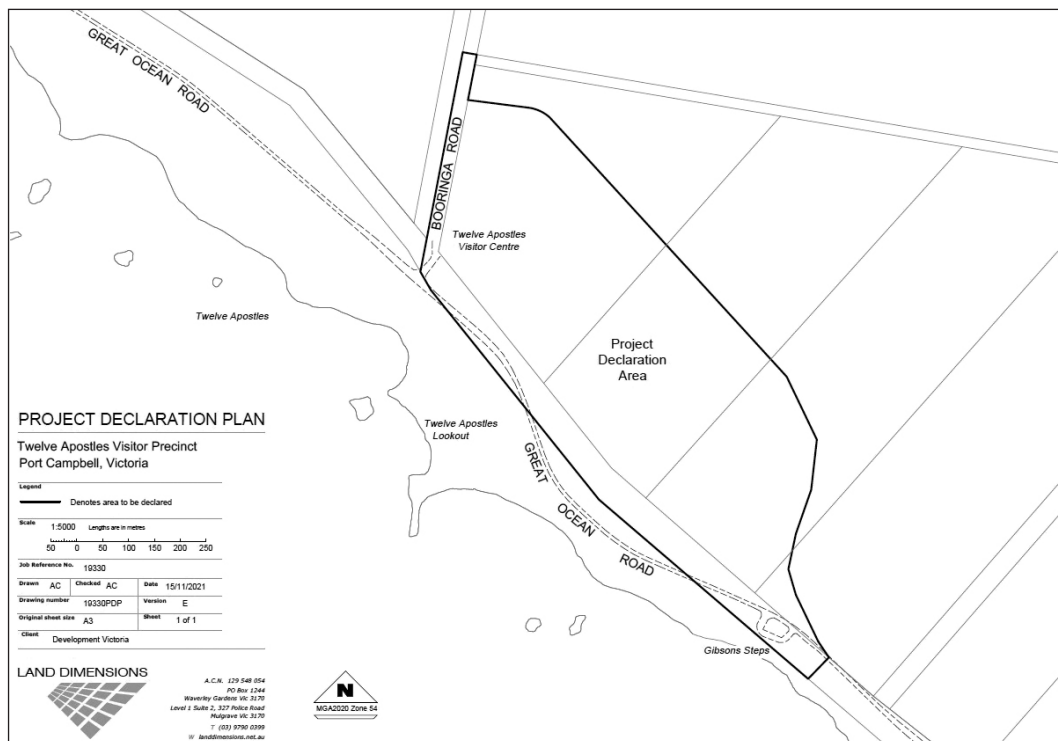
Responsible Minister:

HON JACINTA ALLAN MP

Minister for Transport Infrastructure

Dated 12 April 2022

ALEXANDRA DEBELJAKOVIC
Clerk of the Executive Council

DRAWING OF AREA OF LAND DECLARED AS THE PROJECT ORDER

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**SUBORDINATE LEGISLATION ACT 1994
NOTICE THAT STATUTORY RULES ARE
OBTAINABLE**

Notice is hereby given under section 17(3) of the **Subordinate Legislation Act 1994** that the following Statutory Rules were first obtainable from TIMG Bookshop, Level 10, 575 Bourke Street, Melbourne 3000, on the date specified:

20. <i>Statutory Rule:</i>	Magistrates' Court (Miscellaneous Civil Proceedings) (Industrial Division Amendment) Rules 2022
<i>Authorising Act:</i>	Magistrates' Court Act 1989
<i>Date first obtainable:</i>	8 April 2022
<i>Code B</i>	

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