



# Victoria Government Gazette

By Authority of Victorian Government Printer

**No. G 33 Thursday 15 August 2019**

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**GENERAL**

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**TABLE OF PROVISIONS**


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Private Advertisements		Government and Outer Budget Sector	
		Agencies Notices	1670
Dissolution of Partnership		Orders in Council	1721
Ringwood Car Sales		Crown Land (Reserves);	
LMCT 1106	1666	Education and Training Reform;	
Estates of Deceased Persons		Land;	
A. B. Natoli Pty	1666	Planning and Environment	
Apteds	1666		
Bayside Solicitors	1666		
David Davis & Associates	1666		
De Marco Lawyers	1667		
Devenish	1667		
Featherbys Lawyers	1667		
Garland Hawthorn Brahe	1667		
Joliman Lawyers	1667		
Kathy Wilson Legal	1667		
Mahons with Yuncken & Yuncken	1667		
Maurice Blackburn Lawyers	1668		
Mills Oakley	1668		
Stidston Warren Lawyers	1668		
Tragear & Harris Lawyers	1668		
Whitehead Summons	1668		
Whiting Lawyers	1668		
Whyte, Just & Moore	1669		
Wilckens Roche Lawyers	1669		

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**Advertisers Please Note**

As from 15 August 2019

The last Special Gazette was No. 321 dated 14 August 2019.

The last Periodical Gazette was No. 1 dated 29 May 2019.

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**How To Submit Copy**

- See our webpage [www.gazette.vic.gov.au](http://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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## **2019 AFL GRAND FINAL PUBLIC HOLIDAY**

### **Grand Final Friday**

The Friday before the Australian Football League (AFL) Grand Final was declared a public holiday and published in Special Gazette S229 dated 19 August 2015. The 2019 public holiday will fall on Friday 27 September 2019.

**Please Note: this office will be closed on Friday 27 September 2019.**

The Victoria Government Gazette (General) for GRAND FINAL FRIDAY week (G40/19) will be published on **Thursday 3 October 2019**.

#### **Copy deadlines:**

Private Advertisements **9.30 am on Monday 30 September 2019**

Government and Outer

Budget Sector Agencies Notices **9.30 am on Tuesday 1 October 2019**

#### **Office Hours:**

The Victoria Government Gazette Office is open normal office hours during that week, i.e. 8.30 am to 5.30 pm **Monday to Thursday**, excluding the public holiday.

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

JENNY NOAKES  
Government Gazette Officer

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## PRIVATE ADVERTISEMENTS

### DISSOLUTION OF PARTNERSHIP

Pursuant of Section 41 of the  
**Partnership Act 1958**

Take notice that I Paul Geoffrey Brown of the partnership with Marino Haynes of Ringwood Car Sales LMCT 1106, ABN 58 073 726, declare that this partnership has been dissolved with effect 29 July 2019.

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Re: MARJORIE HARRIET ANDERSON, late of 311/15 George Street, Sandringham, Victoria, typist/stenographer, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 24 December 2018, are required by the trustees, Peter David Anderson and Jennette Anderson, to send particulars to the trustees, care of the undermentioned solicitors, by a date not later than two months from the date of publication hereof, after which date the trustees may convey or distribute the assets, having regard only to the claims of which they have notice.

A. B. NATOLI PTY, solicitors,  
24 Cotham Road, Kew 3101.

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Re: ANTONIO ANGELO PUCCI, late of 29 Gordon Grove, Preston, Victoria, gentleman, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 3 December 2018, are required by the trustee, Tommasina Smarrelli, to send particulars to the trustee, care of the undermentioned solicitors, by a date not later than two months from the date of publication hereof, after which date the trustee may convey or distribute the assets, having regard only to the claims of which she has notice.

A. B. NATOLI PTY, solicitors,  
24 Cotham Road, Kew 3101.

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AUBREY JONES, late of 355–357 Wilsons Road, St Albans Park, Victoria, motor mechanic, deceased.

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

on 21 August 2018, are required by the trustees, Ian Ferguson Apted and Elizabeth Susan Apted, to send particulars of their claims to the trustees, care of the undermentioned legal practitioner, by 24 October 2019 (being 70 days from advertisement) after which date the trustees may convey or distribute the assets, having regard only to the claims of which they then had notice.

APTEDS, lawyers,  
113 Yarra Street, Geelong 3220.

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PAUL ANDREW HARBER, late of 4 Hillcrest Road, Frankston, Victoria, maintenance worker.

Creditors, next-of-kin and all others having claims in respect of the deceased, who died on 10 February 2019, are required by the administrators, Nicholas Andrew Harber and Breanne Elizabeth O'Sullivan, to send particulars of such claims to them, 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 have notice.

BAYSIDE SOLICITORS,  
36 Dandenong Road West, Frankston 3199.  
Telephone: (03) 9781 4822.

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Re: JAMES SUTHERLAND, late of BUPA Bellarine Lakes, 30 Resort Boulevard, Moolap, Victoria, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 22 May 2019, are required by the executor, Equity Trustees Wealth Services Limited ACN 006 132 332, of Level 1, 575 Bourke Street, Melbourne, Victoria, to send particulars to it, care of the undermentioned lawyers, by 15 October 2019, after which date it may convey or distribute the assets, having regard only to the claims of which it then has notice.

DAVID DAVIS & ASSOCIATES,  
Suite 2, 733 High Street,  
Thornbury, Victoria 3071.  
anna@ddavis.com.au

Re: ANGELO ROCCA, late of 72 De Chene Parade, North Coburg, Victoria, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 26 April 2019, are required by the trustee, Maria Antonia Jaup, 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.

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MARKOS KOUTSONIKOLAS, late of Regis Inala Lodge, Regis Aged Care, 220 Middleborough Road, Blackburn South, Victoria, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 4 May 2019, are required by the executor, Effie McFarland, to send particulars of their claims to the undermentioned solicitors, within 60 days from the date of publication of this notice, after which date the executor may convey or distribute the assets, having regard only to the claims of which the executor then has notice.

DEVENISH, lawyers,  
23 Ringwood Street, Ringwood, Victoria 3134.

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Re: DENIS CHAMBERS, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 30 January 2019, are required by the trustee, Neil Denis Chambers, care of Featherbys Lawyers of 14 Ninth Avenue, Rosebud, Victoria, to send particulars to the trustee by 16 October 2019, after which date the trustee may convey or distribute the assets, having regard only to the claims of which the trustee has notice.

FEATHERBYS LAWYERS, solicitors,  
14 Ninth Avenue, Rosebud 3939.

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Re: BARBARA JOAN PLOMLEY, late of Arcare Malvern East, 1997 Malvern Road, Malvern East, Victoria, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 31 October 2018, are required by the trustees, Richard Francis Plomley, Julia Catherine Sutherland and Annette Joan

Plomley, to send particulars to the trustees, care of the undermentioned solicitors, by a date not later than two months from the date of this publication, after which date the trustees may convey or distribute the assets, having regard only to the claims of which they have notice.

GARLAND HAWTHORN BRAHE, solicitors,  
Level 4, 114 William Street, Melbourne 3000.

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Re: Estate of ERIS JOSEPH TUOHEY, deceased.

Creditors, next-of-kin or others having claims in respect of the estate of ERIS JOSEPH TUOHEY, late of 109 Murray Valley Highway, Lake Boga, in the State of Victoria, farmer, deceased, who died on 15 May 2019, are to send particulars of their claim to the executors, care of the undermentioned legal practitioners, by 18 October 2019, after which the executors will distribute the assets, having regard only to the claims of which they then have notice.

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

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Re: BILL MOUNTJOURIS, late of Twin Parks Aged Care Centre, 33–47 Blake Street, Reservoir, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the abovenamed deceased, who died on 21 May 2019, are required by the trustees, Irene Margaret Kendall and Michael Mountjouris, to send particulars of their claims, care of the undermentioned solicitors, by 15 October 2019, after which date the trustees may convey or distribute the assets, having regard only to the claims of which the trustee then has notice.

KATHY WILSON LEGAL,  
113 Whitehorse Road, Deepdene, Victoria 3103.

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Re: JOYCE WALLIS, late of The Gables Aged Care Facility, 629 Riversdale Road, Camberwell, Victoria, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 13 March 2019, are required by the trustees, Noelle Elizabeth Thomas and Rosemary Bruce, to send particulars to the trustees, care of

the undermentioned solicitors, by 18 October 2019, after which date the trustees may convey or distribute the assets, having regard only to the claims of which the trustees then have notice.

MAHONS with Yuncken & Yuncken, solicitors, 101/177 Surrey Road, Blackburn 3130.  
CD:HP:2190553.

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Re: Estate of KELVIN HOHAIA SMITH, late of 420 Castle Crossing Road, Nangiloc, Victoria.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 20 June 2018, are required to send particulars of such claims to Maurice Blackburn Lawyers, PO Box 523, Melbourne, Victoria 3001 by 20 October 2019.

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HELEN MARIE YOUNG, late of 68 Rosemary Court, Yarrowonga, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 10 October 2017, are required by the administrator, Troy Robert Palmer, of Mills Oakley, Level 6, 530 Collins Street, Melbourne, Victoria, to send particulars to him within 60 days from the date of publication of this notice, after which date the administrator may convey or distribute the assets, having regard only to the claims of which the administrator then has notice.

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JOHN PINGIARO, late of 2 Reeve Street, Mount Martha, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 6 November 2018, are required by the executors, Brendan John Pingiaro and Dominic Anthony Pingiaro, to send particulars to them, care of the undermentioned solicitors, by 21 October 2019, after which date the executors may convey or distribute the assets, having regard only to the claims of which they then have notice.

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

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Re: CLARA MARGARET HOCKING, late of 45/15–19 Graham Road, Highett, Victoria 3190, retired, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 1 July 2019, are required by the executor, Denis Alan Hocking, to send particulars to him, care of the undermentioned solicitors, by 18 October 2019, 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.

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BRETT WILLIAM ELDRIDGE, late of 12 Woodland Street, Strathmore, Victoria, police officer, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the abovenamed deceased, who died on 1 May 2019, are required by the executors, Paul Clayton Naismith and David Anthony Palmieri, to send particulars of their claims to them, care of the undermentioned lawyers, by 22 October 2019, 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.

WHITEHEAD SUMMONS, lawyers,  
45 Arnold Street, South Yarra 3141.  
Telephone (03) 9866 4166.

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ILES BRIHER, late of 43 Jacinta Drive, Cranbourne West, in the State of Victoria.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 9 January 2019, are required by the personal representative, Nita Sor of Ta Dim Village, Aung-Doung Khmer Commune, Kampot District, Kampot Province, Cambodia, to send particulars to her, care of the undermentioned lawyers, by 21 October 2019, after which date she may convey or distribute the assets, having regard only to the claims of which she then has notice.

WHITING LAWYERS,  
Level 4, 180 Queen Street,  
Melbourne, Victoria 3000.

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JOY CHRISTINE WINTER, late of 20 Thorn Street, Barwon Heads, Victoria, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the deceased, who died on 2 March 2019, are required by the trustee, Leonard Robert Winter, to send particulars of their claims to the trustee, care of the undermentioned solicitors, by 19 October 2019, after which date the trustee may convey or distribute the assets, having regard only to the claims of which he then has notice.

WHYTE, JUST & MOORE, solicitors,  
27 Malop Street, Geelong 3220.

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Re: STEPHANIE HELEN HEIDEMANN, late of Unit 2, 25 Macneil Drive, Altona Meadows, Victoria 3028, deceased.

Creditors, next-of-kin and others having claims in respect of the estate of the abovenamed deceased, who died on 7 November 2018, are required by the administrator, Kerry-Anne Laura Hurren, to send particulars of their claims to Wilckens Roche Lawyers, legal representatives for the estate, 43 Ferguson Street, Williamstown, Victoria 3016, by 23 October 2019, after which date the administrator may convey or distribute the assets and distribute the estate, having regard only to the claims of which she then has notice. Letters of Administration was granted in Victoria on 23 July 2019.

Dated 15 August 2019

WILCKENS ROCHE LAWYERS,  
43 Ferguson Street,  
Williamstown, Victoria 3016,  
PO Box 18, Williamstown, Victoria 3016.  
DX 16101 Williamstown,  
Ph: (03) 8383 5999, Fax: (03) 8383 5900.  
LK:EYN:180243  
Contact: Evelyn Ng.

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**GOVERNMENT AND OUTER BUDGET  
SECTOR AGENCIES NOTICES**

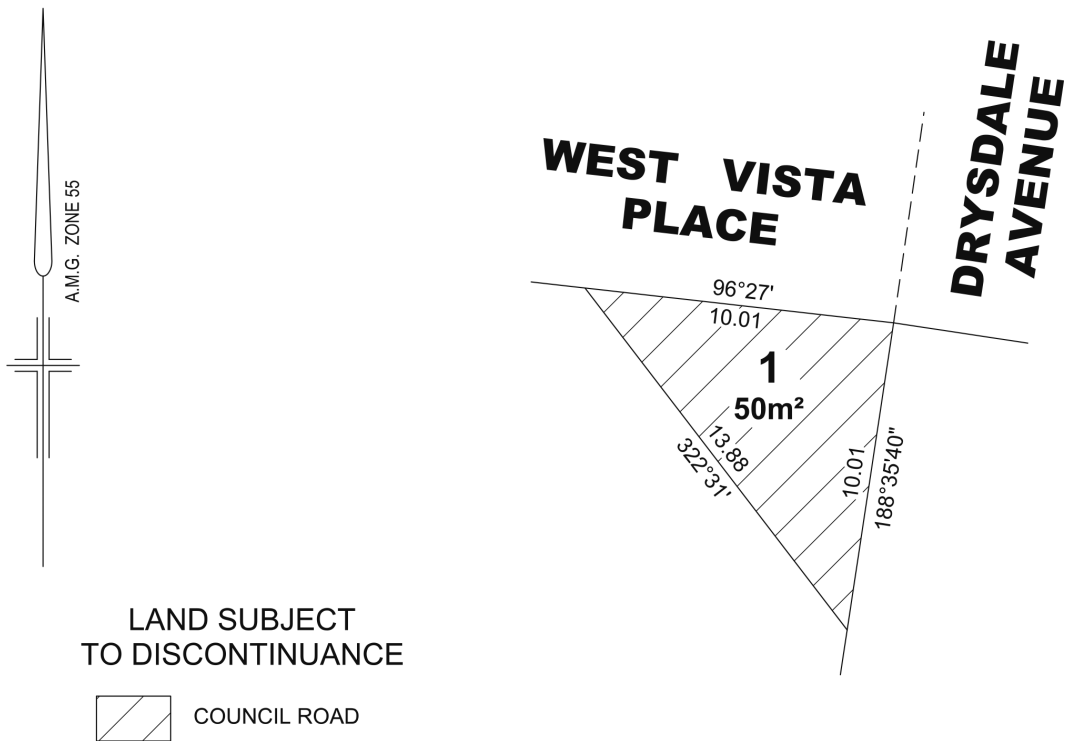
**CASEY CITY COUNCIL**

**Road Discontinuance**

**Erratum**

The following notice replaces the notice advertised on page 839 of the Victoria Government Gazette No. G20 dated 16 May 2019.

At its meeting on 16 April 2019 and acting under Clause 3 of Schedule 10 to the **Local Government Act 1989**, Casey City Council resolved to discontinue the road known as the road adjacent to 1 West Vista Place, Narre Warren North, which is shown hatched on the plan below ('Road'), being part of the land described as Road R-1 on plan of subdivision PS426456E, and sell the land to the adjoining owner at 1 West Vista Place, Narre Warren North.



GLENN PATTERSON  
Chief Executive Officer  
Casey City Council

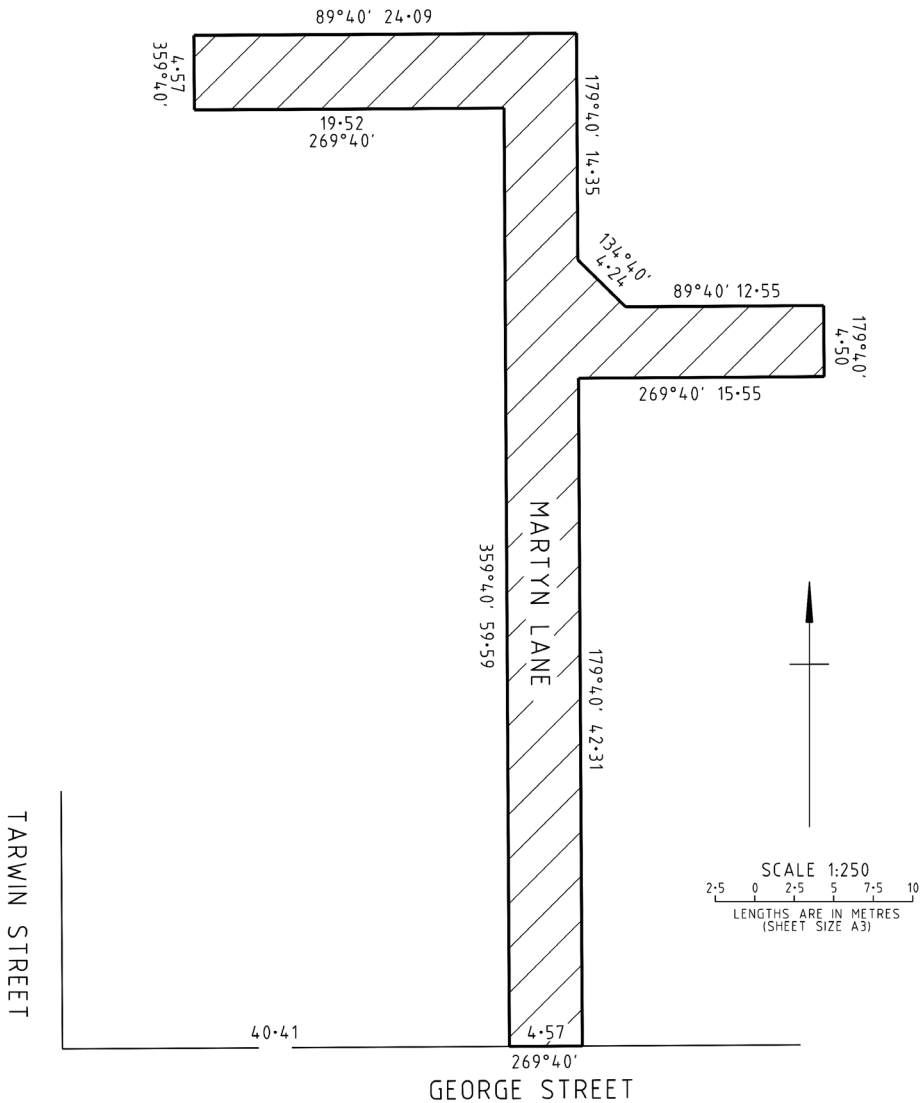


LATROBE CITY COUNCIL

Public Highway Declaration

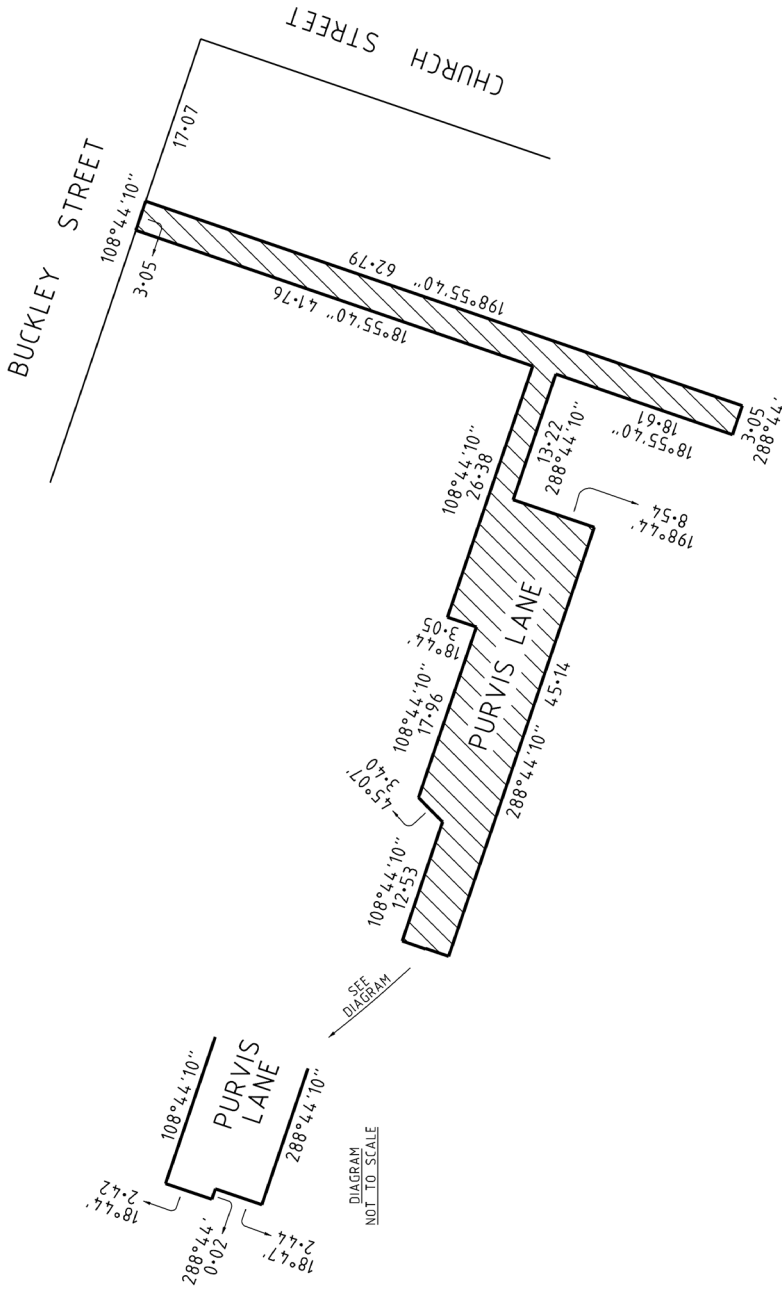
Pursuant to section 204 of the **Local Government Act 1989**, the Latrobe City Council, at its ordinary meeting held on 3 December 2018, resolved to declare the roads in Morwell, shown hatched on the plans below, to be public highways and open for public traffic.

ROAD DECLARATION DIAGRAM  
PARISH OF MARYVALE  
TOWNSHIP OF MORWELL  
SECTION 2  
CROWN ALLOTMENT 1(PT) & 3(PT)



NOTE:  
- THE LAND SHOWN HATCHED IS TO BE DECLARED MARTYN LANE  
- DIMENSIONS WERE DERIVED FROM SURVEY

ROAD DECLARATION DIAGRAM  
PARISH OF MARYVALE  
PART OF CROWN ALLOTMENTS 69 & 69A

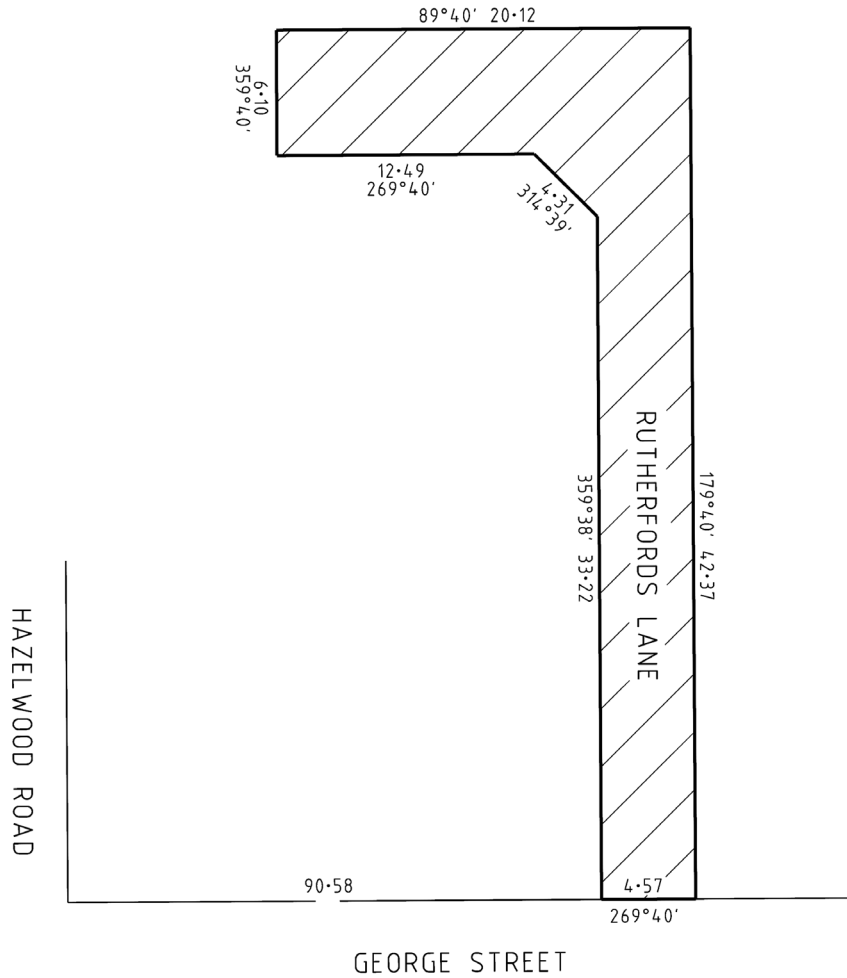


NOTE:  
- THE LAND SHOWN HATCHED IS TO BE DECLARED PURVIS LANE  
- DIMENSIONS WERE DERIVED BY SURVEY

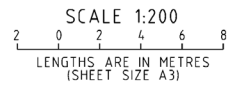


REF: 1801177 -6

ROAD DECLARATION DIAGRAM  
PARISH OF MARYVALE  
TOWNSHIP OF MORWELL  
SECTION 1  
CROWN ALLOTMENT 5(PT)



REF: 1801177-5



NOTE:  
 - THE LAND SHOWN HATCHED IS TO BE DECLARED RUTHERFORDS LANE  
 - DIMENSIONS WERE DERIVED FROM LP3894, LP61795 & LP70320

STEVEN PIASENTE  
 Chief Executive Officer

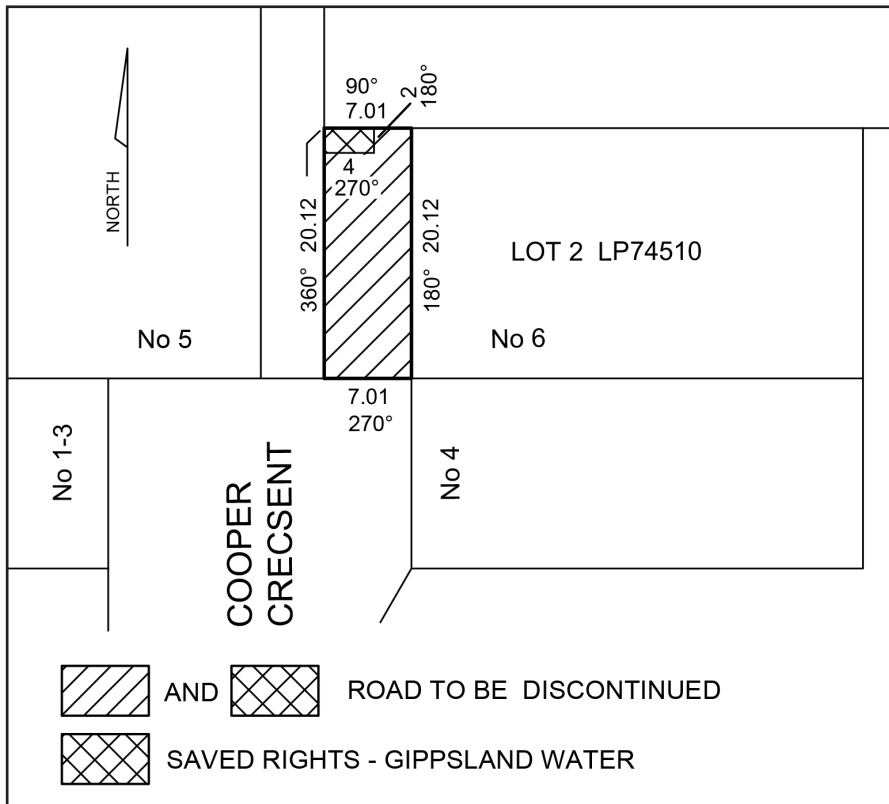


WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

ROAD DISCONTINUANCE

Pursuant to section 206 including Clause 3 of Schedule 10 of the **Local Government Act 1989**, the Wellington Shire Council has formed the opinion that a section of road abutting 6 Cooper Crescent, Maffra, shown hatched and cross-hatched on the plan below, is not reasonably required as a road for public use and resolved at its meeting on 18 June 2019 to discontinue the road and to sell the land from the discontinued road to the adjoining property owner.

The section of road shown cross-hatched is to be sold subject to the right, power or interest held by both Gippsland Water in the road in connection with any sewers, pipes, underground cables under the control of this authority in or near the road.



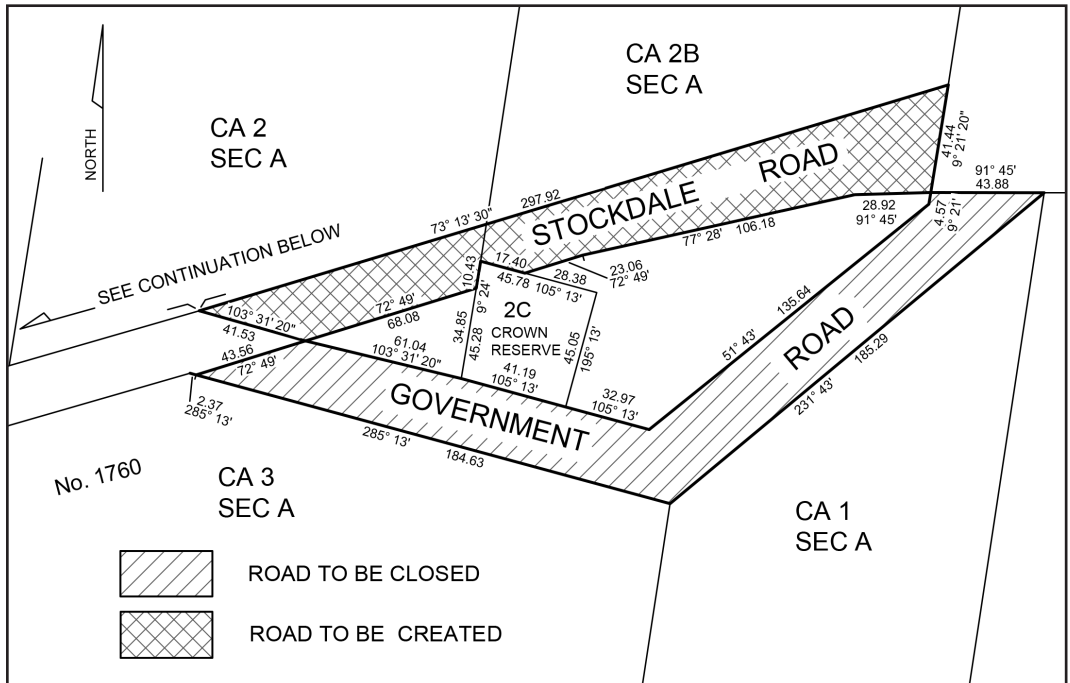
DAVID MORCOM  
Chief Executive Officer

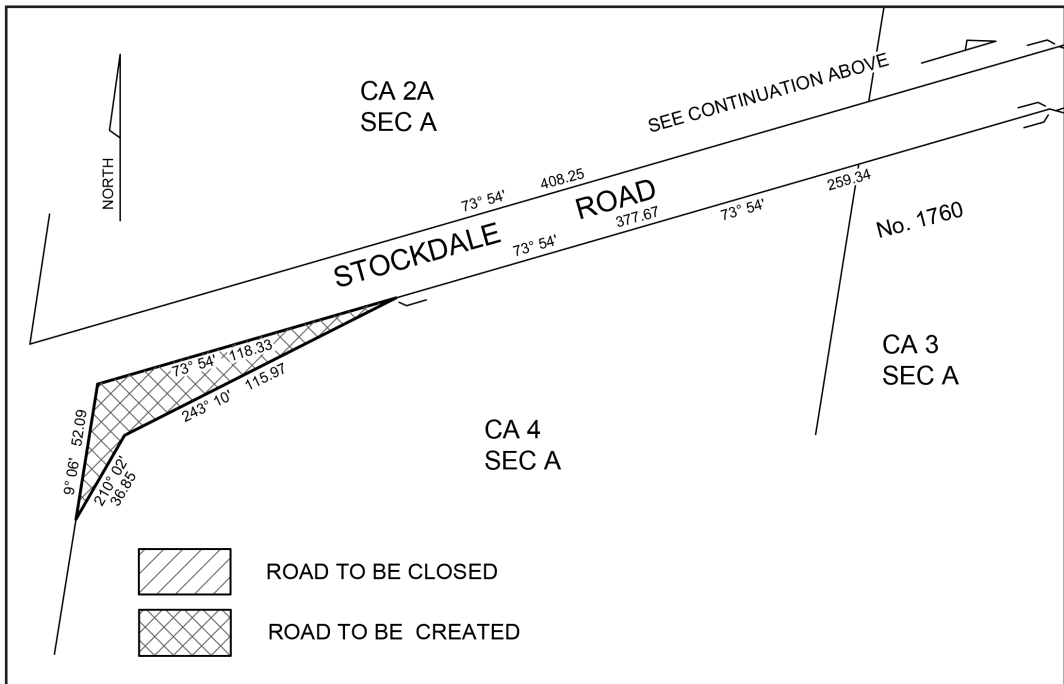


WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

ROAD DEVIATION (ROAD EXCHANGE)

Pursuant to section 206 including Clause 2 of Schedule 10 of the **Local Government Act 1989** (the Act), the Wellington Shire Council at its meeting of 18 June 2019 resolved that the Government Road shown hatched on the plan below is not reasonably required as a road and has resolved to deviate this road over the land shown cross-hatched on the plan hereunder, being part of CA 2 Sec A, CA 2B Sec A and CA 4 Sec A in the Parish of Bow-Worrung and having obtained the consent of the Minister for Energy, Environment and Climate Change for such deviation, now declares such deviation for the purposes of the Act on and from the publication of this notice in the Government Gazette.





DAVID MORCOM  
Chief Executive Officer

# wyndhamcity

## Planning and Environment Act 1987

### WYNDHAM PLANNING SCHEME

#### Notice of the Preparation of an Amendment

#### Amendment C243

The Wyndham City Council has prepared Amendment C243 to the Wyndham Planning Scheme.

The land affected by the Amendment applies to the front 12 metres of 72 properties on the south side of the Sayers Road, between Tarneit Road and Morris Road, Hoppers Crossing, and 25 properties on the east side of Tarneit Road, between Sayers Road and Hogans Road, Hoppers Crossing.

The Amendment proposes to apply a Public Acquisition Overlay (PAO) in order to facilitate the construction of a future service road.

Specifically, the Amendment:

- amends the Public Acquisition Overlay maps 11PAO and 12PAO to include land required for the 'Tarneit and Sayers Roads service road'.

You may inspect the Amendment, any documents that support the Amendment and the explanatory report about the Amendment, free of charge, at the following locations: during office hours, at the office of the planning authority, Wyndham City Council, 45 Princes Highway, Werribee, Victoria 3030; or at the Department of Environment, Land, Water and Planning website, [www.delwp.vic.gov.au/public-inspection](http://www.delwp.vic.gov.au/public-inspection)

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

Name and contact details of submitters are required for council to consider submissions and to notify such persons of the opportunity to attend council meetings and any public hearing held to consider submissions. The closing date for submissions is Friday 6 September 2019. A submission must be sent to the Wyndham City Council, 45 Princes Highway, Werribee, Victoria 3030 or via email [mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au) with reference Amendment C243.

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

AARON CHILES  
Manager Urban Futures

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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 October 2019, after which date State Trustees Limited may convey or distribute the assets, having regard only to the claims of which State Trustees Limited then has notice.

BLAINEY, Jason Rex, late of Unit 2, 35 Elizabeth Street, Port Fairy, Victoria 3284, deceased, who died on 5 June 2019.

BLATCHFORD, Barbara, late of Twin Parks Aged Care Centre, 33–47 Blake Street, Reservoir, Victoria 3073, nurse, deceased, who died on 21 March 2019.

DOOVE, Paulus, late of Regis Cranbourne, 18 Sherwood Road, Junction Village, Victoria 3977, retired, deceased, who died on 30 December 2018.

HADDEN, Lloyd Merrick, late of Unit 9, 11 Rutland Street, Clifton Hill, Victoria 3068, deceased, who died on 1 July 2018.

KELLY, Graeme Malcolm, late of Room G99, James Barker House, 64 Buckley Street, Footscray, Victoria 3011, deceased, who died on 3 June 2019.

ROWAN, Desmond John, late of 32 Epsom Street, Laverton, Victoria 3028, retired, deceased, who died on 3 June 2019.

WALKER, Andrew John Norris, late of 8 Constantine Way, Hastings, Victoria 3915, deceased, who died on 8 July 2019.

Dated 6 August 2019

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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 October 2019, after which date State Trustees Limited may convey or distribute the assets, having regard only to the claims of which State Trustees Limited then has notice.

ANGWIN, Patricia Anne, late of Unit 2, 11 Queens Parade, Glen Iris, Victoria 3146, deceased, who died on 26 November 2018.

BOYD, Robert John, late of James Barker House, 64 Buckley Street, Footscray, Victoria 3011, deceased, who died on 19 June 2017.

COLVIN, Sylvia, late of The Gables, 629 Riversdale Road, Camberwell, Victoria 3124, deceased, who died on 6 February 2019.

DEVERY, Malcolm Patrick, late of Room A2, James Barker House, 64 Buckley Street, Footscray, Victoria 3011, deceased, who died on 6 February 2019.

DODD, Roma Margaret, late of Bupa Aged Care Woodend, 2 Sullivans Road, Woodend, Victoria 3442, deceased, who died on 14 March 2019.

EMSLIE, Betty, late of Room 122, Emerald Hill Residence, 203 Napier Street, South Melbourne, Victoria 3205, deceased, who died on 15 March 2019.

HENDRY, John Jones, late of Unit 3, 3 Fiskens Street, Bacchus Marsh, Victoria 3340, deceased, who died on 30 June 2019.

PETERS, Edwin Frank, late of 55 Kalimna Drive, Mooroopna, Victoria 3629, deceased, who died on 16 May 2019.

ROGERS, Baylee William, late of 1 Renoir Drive, Warrnambool, Victoria 3280, deceased, who died on 20 April 2019.

WATSON, Joy Therese, late of Homestyle Point Cook Manor, 9 Hewett Drive, Point Cook, Victoria 3030, deceased, who died on 2 April 2018.

Dated 12 August 2019

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Creditors, next-of-kin and others having claims against the estate of any of the undermentioned deceased persons are required to send particulars of their claims to State Trustees Limited, ABN 68 064 593 148, of 1 McNab Avenue, Footscray, Victoria 3011, the personal representative, on or before 21 October 2019, after which date State Trustees Limited may convey or distribute the assets, having regard only to the claims of which State Trustees Limited then has notice.

BARROW, Freda Pauline, late of 14 Raydon Court, Deer Park, Victoria 3023, retired, deceased, who died on 8 April 2019.

BUCSEK, Amba Dawn, late of 11 Shuter Street, Myrniong, Victoria 3341, deceased, who died on 20 September 2018.

DEBONO, John, late of 7 Theresa Street, Sunshine North, Victoria 3020, pensioner, deceased, who died on 20 May 2019.

GALLOP, Helga Maja Ellen, late of Villa Maria Catholic Homes, 68 Wattle Grove, Mulgrave, Victoria 3170, retired, deceased, who died on 19 May 2019.

HANSEN, John Patrick, late of Unit 11, Querencia Latrobe City, 6–8 Mena Street, Moe, Victoria 3825, deceased, who died on 21 February 2019.

HASAKI, Abdullah, late of 107 Widford Street, Glenroy, Victoria 3046, deceased, who died on 15 May 2019.

KEARNS, Brendan Thomas, late of Community Residential Unit 23 Larbert Road, Mooroolbark, Victoria 3138, deceased, who died on 4 January 2019.

MARTINCIC, Michal, late of Unit 12, 17 Jackson Street, St Kilda, Victoria 3182, deceased, who died on 15 December 2018.

TERRY, Rachelle Anne, late of 4/11 Rhoden Grove, Eumemmerring, Victoria 3177, pensioner, deceased, who died on 6 November 2018.

Dated 12 August 2019

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## INTERIM EXEMPTION

Application No. H161/2019

The Victorian Civil and Administrative Tribunal has considered an application pursuant to section 89 of the **Equal Opportunity Act 2010** (the Act) by Women's Legal Service (the applicant). The application for exemption is to enable the applicant to advertise for and employ only women within the organisation (the exempt conduct).

Upon reading the material filed in support of this application, including the affidavit of Katharine Fletcher and having regard to an earlier exemption, which expired on 30 October 2018, the Tribunal is satisfied that it is appropriate to grant an interim exemption from sections 16, 107 and 182 of the Act to enable the applicant to engage in the exempt conduct until the application is finally heard and determined.

In granting this exemption the Tribunal noted:

- The applicant is a not-for-profit organisation that specialises in legal issues arising from relationship breakdown and violence against women. Seventy-nine percent of the applicant's clients disclose a history of experiencing domestic violence. The applicant's service is targeted to women who are disadvantaged, vulnerable or otherwise unable to obtain legal assistance.
- The applicant's service provides telephone and face-to-face advice and some appearances in courts. It also conducts education sessions and has a referral network. As a small organisation, all staff may be required to greet and usher clients attending the service or calling by telephone. For the maintenance of a safe and non-threatening environment for clients, it seeks the appointment of only women.
- The applicant has applied for an exemption. Pending the Tribunal's consideration of the exemption application, it is appropriate to grant an interim exemption as otherwise the exempt conduct may amount to prohibited discrimination.
- Prior exemptions were granted in 2006, 2009 and 2013.
- When making decisions about exemptions, the Tribunal is required to give proper consideration to relevant human rights as set out in the **Charter of Human Rights and Responsibilities Act 2006** (Charter). Arguably, this exemption limits the right to equality and in particular the rights of men who might apply for employment or want to apply for employment in that agency. I am satisfied that, in the circumstances discussed above, the limit imposed by this exemption is reasonable and justified under the Charter.

The Tribunal hereby grants an interim exemption from the operation of sections 16, 107 and 182 of the Act to enable the applicant to engage in the exempt conduct.

This exemption is to remain in force from 15 August 2019 to 14 February 2020.

Dated 15 August 2019

A. SMITH  
Member

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**Cemeteries and Crematoria Act 2003**

SECTION 41(1)

Notice of Approval of Cemetery Trust Fees and Charges

I, Bryan Crampton as Delegate of the Secretary to the Department of Health and Human Services for the purposes of section 40(2) of the **Cemeteries and Crematoria Act 2003**, give notice that I have approved the scales of fees and charges fixed by the following cemetery trusts.

The approved scales of fees and charges will take effect from the date of publication of this notice in the Victoria Government Gazette and will be published on the internet.

The fees will be published on the internet at <http://www.health.vic.gov.au/cemeteries>

The Greta Cemetery Trust

The Hazelwood Cemetery Trust

The Robinvale Cemetery Trust

Dated 8 August 2019

BRYAN CRAMPTON

Manager

Cemetery Sector Governance Support Program

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**Co-operatives National Law (Victoria)**

WATTLEVIEW PRIMARY SCHOOL BUILDING CO-OPERATIVE LIMITED

On application under section 601AA of the **Corporations Act 2001** (the Act), notice is hereby given under section 601AA(4A) of the Act, as applied by section 453(a) of the **Co-operatives National Law (Victoria)**, that, at the expiration of two months from the date of this notice, the name of the co-operative listed above will, unless cause is shown to the contrary, be removed from the register of co-operatives and its registration will be dissolved.

Dated at Melbourne 15 August 2019

DAVID JOYNER

Deputy Registrar of Cooperatives

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**Education and Training Reform Act 2006**

Pursuant to section 2.6.29(1) and (3) of the **Education and Training Reform Act 2006** ('the Act') a person who is registered as a teacher under Part 2.6 of the Act ceases to be so registered and is disqualified from teaching in a school if the person is convicted or found guilty in Victoria or elsewhere of a sexual offence as defined by the Act.

On 17 October 2018, Rodney John Hayes, a 54-year-old male, was convicted of one count of indecent act with a child under the age of 16, contrary to section 47(1) of the **Crimes Act 1958**. Mr Hayes ceased to be registered and was disqualified from teaching on 17 October 2018.

Pursuant to section 2.6.29(5) of the Act, if a finding or conviction in relation to a person referred to in subsection (1), (2) or (3) is quashed or set aside on appeal the relevant subsection ceases, from the date the finding or conviction was quashed or set aside, to apply to the person with respect to that particular finding or conviction.

On 19 June 2019, the County Court of Victoria dismissed the charge against Mr Hayes and set aside the orders imposed against him. Pursuant to section 2.6.29(5) of the Act, the cancellation of Mr Hayes' registration and his disqualification from teaching ceased to apply from 19 June 2019.

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**Education and Training Reform Act 2006****NOTICE OF REVISED GUIDELINES FOR STUDENT EXCHANGE PROGRAMS  
AND APPLICATION FORM FOR SCHOOL APPROVAL**

Section 4.5A.1(3) of the **Education and Training Reform Act 2006** (the Act) authorises the Victorian Registration and Qualifications Authority (the Authority) to issue guidelines for the purposes of determining whether a person, organisation or registered school is suitable to operate a student exchange program.

Section 4.5A.1(4) of the Act requires that any guidelines issued under section 4.5A.1(3) be published as soon as practicable in the Government Gazette.

Section 4.5A.3(1) of the Act requires that applications for the approval of a person, organisation or school to operate a student exchange program are made in the form approved by the Authority and published in the Government Gazette.

The revised guidelines make minor amendments to the guidelines published in the Government Gazette on 20 June 2019.

The revised guidelines and form will apply from 1 September 2019.

LYNN GLOVER

Chief Executive Officer (Director)

Victorian Registration and Qualifications Authority

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**GUIDELINES FOR  
STUDENT EXCHANGE PROGRAMS****1. INTRODUCTION**

The **Education and Training Reform Act 2006** (the ETR Act) sets out the legislative framework for the regulation of secondary student exchange organisations (SEOs) in Victoria. Section 4.5A.1(3) of the ETR Act authorises the Victorian Registration and Qualifications Authority (VRQA) to issue guidelines for the purpose of determining whether a person, organisation or registered school is suitable to operate a student exchange program.

To maintain the national approach to the regulation of SEOs, the Guidelines for Student Exchange Programs (the Guidelines) are broadly consistent with the National Guidelines for the Operation of International Secondary Exchange Programs in Australia. Variations have been made to align the Guidelines with Victorian legislative requirements, including the:

- ETR Act
- **Working With Children Act 2005**
- **Child Wellbeing and Safety Act 2005.**

**1.1 Rationale for student exchange programs**

The Australian and state/territory governments recognise that student exchange programs provide cultural and educational benefits to students and school communities. Student exchange programs provide a broad educational experience for students and increase international and cultural understanding among young people.

**1.2 Objectives of student exchange programs**

The objectives of student exchange programs are to:

- provide educational enrichment for exchange students by developing their linguistic skills and introducing them to a different educational philosophy, environment and curriculum
- develop cultural awareness and understanding among students in the school environment
- promote international understanding and cooperation.

### 1.3 Student exchange programs in Victoria

In Victoria, student exchange programs can only be provided by VRQA-approved SEOs.

A person, registered school or organisation may apply to the VRQA for approval to provide a secondary student exchange program into and from Victoria.

Student exchange programs must:

- include a period of secondary school enrolment of at least four weeks and no more than 12 months duration
- require an overseas secondary school student to attend a registered secondary school on a full-time basis, or a Victorian student to attend an overseas secondary school on a full-time basis.

### 1.4 Principle of reciprocity

An SEO must operate student exchange programs on a reciprocal basis, balancing the number of inbound and outbound exchange students and the duration of its programs. The Australian and Victorian governments accept reciprocity of exchange programs instead of payment of school tuition fees.

An SEO calculates reciprocity across its entire student exchange program in Victoria, based on the total number of inbound and outbound students over two years.

The VRQA compares the total points for inbound and outbound programs without particular concern for the mix of short and long term programs.

Outbound programs are not eligible for reciprocity points if they are provided for students who have completed or withdrawn from secondary school.

Standard 5.3 of the Guidelines details how to calculate and monitor reciprocity.

## 2. LEGISLATIVE FRAMEWORK

### 2.1 Victorian legislation

Under the ETR Act, the VRQA approves SEOs and monitors their compliance with the ETR Act, the Guidelines and any conditions imposed on their approval.

In deciding whether to grant approval the VRQA may have regard to:

- (a) the suitability of the person, organisation or registered school to operate a student exchange program
- (b) the Guidelines
- (c) any other matter relating to the management or operations of the person, organisation or registered school proposing to operate the student exchange program.

### 2.2 Approval to provide student exchange programs

The VRQA may approve or re-approve an SEO to provide student exchange programs for a period of no more than six years.

A VRQA-approved SEO must:

- comply with the SEO requirements in the ETR Act and the Guidelines
- meet the requirements of the Victorian Child Safe Standards, **Working With Children Act 2005**, **Child Wellbeing and Safety Act 2005** and other child safety requirements including mandatory reporting.
- cooperate fully with the VRQA in its complaint or investigation processes
- advise the VRQA within 14 days of any change to the ownership, management or particulars provided in its most recent application for VRQA approval or re-approval
- advise the VRQA within 24 hours if it is placed under external administration or goes into liquidation

- arrange at least one student exchange within any three-year period. An approved SEO that has not arranged any student exchanges within any three years may have its approval cancelled.

The VRQA includes details of SEOs it has approved on the VRQA State Register, which can be accessed on the VRQA website:

- [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)

The VRQA will conduct a mid-cycle review of an SEO's compliance with the ETR Act, the Guidelines and any conditions of approval.

The VRQA may also conduct reviews when there is:

- concern about compliance with the ETR Act, the Guidelines and any conditions of approval
- a change in the nature of the programs being offered
- a change in the SEO's ownership, management, control or operation.

### **2.3 Visa requirements**

Students participating in a student exchange program in Victoria travel to Australia on a student visa (subclass 500) issued by the Australian Government. An SEO requires an Acceptance Advice for Secondary Exchange Student (AASES) form to obtain a student visa for each inbound student. The VRQA issues SEOs with an AASES form upon request.

AASES forms specify:

- the student exchange program dates, which must be the student's first day of school enrolment and the student's last day of school enrolment
- the student welfare dates nominated by the SEO, which is a period of at least seven days before and after the student exchange program dates where the SEO is responsible for the student's accommodation, support and general welfare.

Students must attend school for the period approved by the VRQA on the AASES form or outbound notification form.

An SEO must make sure that students do not arrive in Australia before the student welfare start date stated in the AASES form, and that students depart Australia before the student welfare end date.

Inbound students must obtain overseas student health cover (OSHC) for the full period of the student welfare dates in their AASES form. This does not apply to students who are citizens of a country exempted from the requirement by the Department of Home Affairs.

An SEO must ensure that the student exchange programs it provides to outbound Victorian students comply with all relevant visa and health insurance requirements of the host country.

## **3. AREAS OF RESPONSIBILITY**

### **3.1 The Victorian Registration and Qualifications Authority**

The VRQA is responsible for:

- approving SEOs to provide student exchange programs in Victoria
- issuing guidelines under the ETR Act
- monitoring compliance with the ETR Act and the Guidelines
- providing advice to organisations on student enrolment procedures and a timeline of key dates
- accounting for issued AASES forms and providing forms to SEOs when requested
- monitoring reciprocity for all approved SEOs in Victoria
- managing instances of non-compliance as appropriate, including the suspension and cancellation of an approval if required

- providing information, including a published list of all SEOs in Victoria
- investigating complaints about an SEO.

### 3.2 Student exchange organisation

An SEO is responsible for:

- maintaining necessary systems to carry out its duty of care requirements in a responsible and effective manner
- providing orientation and support services for students and overseeing students' welfare
- conducting its operations in accordance with the ETR Act and the Guidelines
- implementing procedures for arranging exchange student school and host family placements, and for changing these placements if necessary
- ensuring that all students have appropriate health insurance, including OSHC for inbound students
- ensuring host families are appropriately screened, selected and monitored
- notifying the VRQA promptly when there is a significant change in the nature of the program it offers, such as if exchange students do not take up placements, leave the program sooner than expected, or do not leave the country when the program is completed
- ensuring it complies with the requirements of the Victorian Child Safe Standards, **Working With Children Act 2005**, **Child Wellbeing and Safety Act 2005** and other child safety requirements including mandatory reporting.
- ensuring it complies with child protection legislation in Victoria and in countries in which it operates, including meeting all required reporting obligations
- ensuring it returns fully completed AASES forms to the VRQA following the enrolment of exchange students
- ensuring that it maintains a zero or positive reciprocity balance in Victoria
- ensuring that its paid and volunteer staff are aware of the requirements under the VRQA Guidelines and Victorian Child Safe Standards, relevant to the person's role within the SEO.

### 3.3 Exchange student

An exchange student is responsible for:

- attending the appointed school full-time
- behaving in an appropriate manner as agreed under the terms of the relevant student exchange program, complying with school codes of conduct and abiding by the laws and visa requirements of the host country
- leaving the host country on completion of the student exchange program or the expiration of any relevant student visa
- leaving the host country earlier if circumstances develop such that the SEO believes that the student's participation in the program is no longer appropriate.

### 3.4 Australian Government

The Australian Government is responsible for:

- advising on immigration, health regulations and overseas travel safety issues
- issuing designated student visas for inbound exchange students
- registering travel arrangements for outbound students through the Department of Foreign Affairs and Trade (DFAT) Smartraveller website.

## 4. APPLICATIONS FOR APPROVAL

### 4.1 Application process

A person, registered school or organisation may apply to the VRQA for approval or re-approval to operate a student exchange program using the form on the VRQA website.

An applicant must provide supporting information to address all matters in sufficient detail to allow the VRQA to make a decision.

To demonstrate its suitability to operate a student exchange program, a non-school applicant for initial approval must provide an outline of its background, history, management and organisational structure. This includes relationships with other agencies in relation to student exchanges and other related programs.

A registered school applicant must provide details of its international student programs (if any) and its relationship with any overseas sister school.

### 4.2 Confidentiality

Information provided by an applicant for approval or re-approval, or information otherwise provided by an SEO, will be treated confidentially. All personal information will be handled in accordance with the **Privacy and Data Protection Act 2014**.

Section 4.9.4 of the ETR Act provides for the disclosure of information about an applicant for SEO approval or re-approval, to a prescribed person or body if the information relates to the performance of a function of that person or body, including:

- a department of the Commonwealth Government or of another state or territory government
- an agency of the Commonwealth.

The VRQA may also disclose information where required, permitted or authorised at law.

### 4.3 VRQA fees

VRQA fees, including SEO approval, mid-cycle review, and annual fees, are set by Ministerial Order. They are available on the VRQA website:

- [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)

The VRQA can only approve an application for approval or re-approval to operate a student exchange program if the relevant VRQA fees are paid.

## 5. STANDARDS FOR STUDENT EXCHANGE PROGRAMS

The standards listed below from 5.1 to 5.33 are the VRQA standards for the operation of a student exchange program in Victoria.

Applicants for VRQA approval or re-approval to operate a student exchange program must provide evidence of compliance with all of the standards.

**Under section 4.5A.2 of the ETR Act it is a condition of approval for all SEOs that they comply with the standards.** Non-compliance with the standards may result in the suspension or cancellation of an SEO's approval.

Unless stated otherwise, the standards apply to both inbound and outbound student exchange programs.

### **GENERAL**

#### 5.1 Purpose of the student exchange program

An SEO must demonstrate that the principal purpose of its student exchange program is to provide a broad educational experience for students and to further international and intercultural understanding.

## 5.2 Use of the term ‘student exchange’

All inbound secondary students entering Australia on programs advertised as a student exchange program must enter on an Australian student visa (subclass 500) issued on the basis of an AASES form.

An SEO providing other visit or cultural programs for young people entering Australia on visitor visas must:

- not promote or refer to such programs as student exchange programs
- make clear to participants, parents and guardians that these programs are not student exchange programs regulated under the ETR Act or the Guidelines.

Only programs operating under these Guidelines may be identified as ‘student exchange’ programs in promotional and marketing materials.

## 5.3 Reciprocity

An SEO must operate student exchange programs on a reciprocal basis, balancing the number of inbound and outbound exchange students and the duration of its programs.

### *Non-school SEOs*

An SEO must submit details of its inbound and outbound student exchange programs to the VRQA, including the exchange program start and end dates for each student. This information must be confirmed annually on the annual reciprocity form.

An SEO is required to maintain a neutral or positive reciprocity balance. This is monitored over a two-year period.

If an SEO’s annual reciprocity form shows a negative reciprocity balance over two consecutive years, the SEO is required to submit a rectification plan detailing the steps and the timeline the SEO is implementing to return to a positive reciprocity balance.

If an SEO’s negative reciprocity balance is significant, the VRQA may restrict or suspend issuing AASES forms.

### *How to calculate reciprocity*

To calculate reciprocity, allocate one point for each calendar month of exchange or part thereof (regardless of when in the month the exchange starts and ends).

For example:

- a student arriving on 29 June and departing on 1 September earns four reciprocity points
- three students on exchange for four months will accrue the same number of points as one student on exchange for 12 months.

An exchange that starts and ends one year apart in the same calendar month counts as 12 points.

### *Monitoring of reciprocity*

The VRQA monitors reciprocity for each SEO on an annual basis. An SEO must complete and submit an annual reciprocity form to the VRQA by 1 October each year.

### *School SEOs*

The VRQA monitors reciprocity for school SEOs through the AASES form and outbound register records and will review school SEO reciprocity at mid-cycle review and re-approval. Registered school SEOs are not required to submit annual reciprocity forms.

## **SEO GOVERNANCE**

## 5.4 Eligibility to apply for a student exchange approval

The ETR Act provides that a person, registered school or an organisation may apply to the VRQA for approval to provide a student exchange program.



### 5.5 Not-for-profit status and financial viability

An SEO must operate on a not-for profit basis and be financially viable with sufficient financial resources to fulfil its obligations and responsibilities for the duration of the approval. Registered schools are required to be not-for-profit entities.

A non-school applicant for SEO approval is required to provide evidence of its not-for-profit status by submitting appropriate documentation with the application.

Documentation may include:

- a certificate of incorporation
- memorandum and articles of association or constitution
- certificates of insurance/public liability cover
- audited financial statements
- compliance with Australian Tax Office requirements for not-for-profit status
- registration as a not-for-profit organisation with the Australian Charities and Not-for-profits Commission
- standard invoices that demonstrate that program costs are reasonable and that revenue is expended entirely on the objectives of the student exchange program. SEOs must indicate what is included in participation fees and what are optional extras.

The VRQA may review whether an approved SEO continues to be not-for-profit and financially viable at any time by conducting a financial capability assessment. The VRQA may also conduct a financial capability assessment at any time, including when an SEO changes ownership, management, control or operation.

An SEO must provide evidence that they have insurance(s) in place that will provide at least \$10 million public liability insurance.

### 5.6 Fit and proper person requirement

An SEO must satisfy the fit and proper person requirement at the time of application and for the duration of its approval.

To determine whether an SEO is fit and proper, the VRQA can consider whether any person involved in the management (including at a national level) of the SEO:

- has a history of non-compliance with the Guidelines and any equivalent interstate registration requirements or the National Guidelines
- has ever been involved in the management of an SEO for which registration has been suspended or cancelled in Australia
- has ever been involved in the management of an SEO that has had conditions imposed on its registration as an SEO in Australia
- has ever been charged with or convicted of an indictable offence
- has ever become bankrupt
- has ever been disqualified from managing corporations under the **Corporations Act 2001**
- has ever been refused a Working With Children Check (WWCC) or equivalent in any state or territory in which the SEO operates
- has ever been found not to be a fit and proper person under the Guidelines or any equivalent interstate registration requirements
- has ever provided a state or territory registration authority with false or misleading information, or made a false or misleading statement to a state or territory registration body in relation to any matter under the Guidelines or equivalent interstate registration requirements.

The VRQA may consider other relevant factors to determine whether the SEO is fit and proper.

SEOs must provide a Fit and Proper Person Statutory Declaration from the principal executive officer (PEO) and all senior officers involved in the management of the SEO, and must notify the VRQA within 28 days if it becomes aware that the PEO or a senior officer has become subject to any of the above.

The VRQA may review whether an SEO satisfies the fit and proper person requirement at any time, including if the SEO changes its ownership, management, control or operation.

### **5.7 Organisational structure**

An SEO must have an organisational structure within Victoria that:

- is effective and appropriate for the size of its operation
- allows ready access by and communication with parents, schools, students and officers of appropriate agencies, including phone accessibility 24 hours per day, and seven days per week
- provides appropriate support for participating students and families
- enables them to make appropriate arrangements in Victoria for inbound exchange students' accommodation, support and general welfare.

An SEO must demonstrate through its organisational structure or third-party arrangements that they can facilitate the provision of effective and appropriate support to inbound and outbound students.

For inbound students, where an SEO organisational structure includes local SEO coordinators, the SEO must:

- provide the name, residential address, email address and contact telephone numbers for all local SEO coordinators in Victoria
- provide each exchange student with a local SEO coordinator residing within 200 km or two hours travel by car, whichever is the shorter, from the student's host family residence.

If an SEO operates in more than one state or territory, the state or territory where its head office is located will be considered its base state. An SEO seeking to be approved in Victoria must also be approved as an SEO in its base state. If an SEO ceases to operate student exchange programs in its base state, the VRQA may review its Victorian approval.

### **5.8 Working With Children Checks**

An SEO must ensure all of its officers, employees and volunteers working with children or with access to exchange students' personal records or information in Victoria have a WWCC. SEO employees and volunteers do not need a WWCC if they hold current Victorian Institute of Teaching registration.

### **5.9 Training**

A non-school SEO must provide training for local SEO coordinators and student support staff that includes instruction in:

- conflict resolution
- procedures for handling and reporting emergency situations and critical incidents
- Child Safe Standards and reporting requirements
- procedures for handling and reporting allegations of sexual abuse or any other allegations of abuse or neglect
- sexual conduct codes
- the criteria to be used to screen potential host families and exercise good judgement in assessing if the host family will be able to provide the appropriate environment and support for an exchange student

- the Guidelines, the ETR Act and the WWCC requirements as they relate to the role of the coordinator and student support staff.

A school SEO should conduct a risk assessment of its student exchange program, and adapt existing policies and procedures to confirm they apply to the student exchange program in relation to:

- conflict resolution
- procedures for handling and reporting emergency situations and critical incidents
- Ministerial Order 870, handling and reporting requirements
- Minimum standards for a registered school on care, safety and welfare of students.

A school SEO must provide training for its staff involved in the coordination of the exchange program including:

- the criteria to be used to screen potential host families and exercise good judgement in assessing if the host family will be able to provide the appropriate environment and support for an exchange student
- the Guidelines, ETR Act and WWCC requirements as they relate to the role of the coordinator and student support staff.

### **5.10 Third-party arrangements**

An SEO must maintain up-to-date records of all third-party organisations used to support and deliver elements of the student exchange program, including:

- the name of the third-party organisation
- the type of arrangement made between the parties
- a copy of the contracts between the SEO and the third party
- information about the SEO's monitoring process in relation to the operations of the third party
- details of whether the third-party organisation is registered as an SEO in any jurisdiction
- information about the SEO's periodic evaluations of service delivery for both inbound and outbound students.

An SEO must ensure that third-party organisations undertaking the selection of host families for outbound students have a process to adequately screen and select exchange student host families. The third-party organisation must:

- conduct an in-person interview with each person aged 18 years and over residing in the home
- conduct a home inspection prior to the placement of an exchange student to ensure that the host family is capable of providing a safe, comfortable and nurturing home environment
- ensure the family declares all adults and children who live in the home, including those who may reside temporarily
- ensure that the host family understands and agrees to meet the financial obligations of hosting
- verify that each person aged 18 years and over residing in the home has undergone a Criminal Record Check (CRC).

An SEO must ensure that third-party organisations supporting outbound students have policies and procedures to respond to critical incidents including natural disasters, terrorism, student illness or injury, and breakdown in the hosting relationship.

Information about third-party arrangements and copies of the agreements must be provided at the time of application.

An SEO must notify the VRQA if there is a change to the organisations that the SEO has third-party arrangements with. Where an SEO becomes aware that a third-party organisation has not complied with the requirements of the Guidelines, the SEO must take immediate corrective action.

An SEO should ensure that the arrangements with third-party organisations include consideration of the Child Safe Standards. An SEO must conduct a risk assessment of all outbound students' accommodation and welfare arrangements.

### **ADMINISTRATION OF STUDENT EXCHANGE PROGRAMS**

#### **5.11 Structure of student exchange programs**

A non-school SEO must follow VRQA and individual school procedures regarding the placement of exchange students in schools in Victoria.

An SEO should minimise changes to a student's exchange program, including changes to the start date, duration, departure date, host school or host family.

If the student exchange program involves the student being placed with more than one host family, SEOs must demonstrate that the student and the student's parents are advised of this prior to the student's first placement.

A student exchange program must not include a change of host school unless the original host school placement is not satisfactory. If the host school is the SEO, an unsuccessful placement would normally be resolved by the student returning home early.

A non-school SEO may only transfer students interstate:

- in exceptional circumstances
- with parental approval for the transfer
- with the approval of the VRQA and the interstate registration authority prior to the transfer.

An SEO requires a new AASES form to transfer a student interstate. This will be provided by the interstate registration authority. In these circumstances, the registration authorities will calculate reciprocity by allocating the time the student spent in each state or territory and include it in the relevant state or territory's annual reciprocity report.

#### **5.12 Selection of students**

An SEO must have a screening process for selecting inbound and outbound students. Only students with appropriate language proficiency or demonstrated capacity to acquire a language, and maturity to benefit from the experience should be selected to take part in a student exchange program.

An SEO must provide comprehensive, current information in plain English to potential exchange students about:

- school terms and holiday breaks
- the grounds on which the student's exchange may be suspended or cancelled
- the SEO's policy and process for approving the host family, support and general welfare arrangements.

#### **5.13 Health and travel insurance**

An SEO must ensure that exchange students have appropriate health cover and travel insurance.

An inbound student must hold OSHC in accordance with Australian student visa requirements.

An outbound student's health cover may be adjusted to take into account any reciprocal health care agreements Australia has with the relevant host country.

An SEO must advise that parents of exchange students obtain travel insurance to cover lost luggage, theft of goods and money and cancellation of flights.

## ***HOST FAMILIES***

### **5.14 Screening of host families**

Selection of a host family must not involve payment of board or a subsidy to the host family, or to any other party, as a condition of the student's placement.

For students with special needs, the VRQA may approve the provision of a subsidy to the host family. Prior to applying for AASES forms, sufficient numbers of host families must be in place to accommodate inbound students.

#### ***For an inbound student***

An SEO must screen and select host families and as a minimum must:

- conduct an in-person interview with each person aged 18 years and over residing in the home
- conduct a home inspection prior to the placement of an exchange student to ensure that the host family is capable of providing a safe, comfortable and nurturing home environment
- ensure the family declares all adults and children who live in the home, including those who may reside temporarily
- ensure that the host family understands and agrees to meet the financial obligations of hosting
- verify and sight that every person aged 18 years and over residing in the home holds a WWCC prior to the placement commencing.

#### ***For an outbound student***

An SEO must ensure that third-party organisations undertaking the selection of host families for outbound students have a process to screen and select exchange student host families. The third-party organisation must:

- conduct an in-person interview with each person aged 18 years and over residing in the home
- conduct a home inspection prior to the placement of an exchange student to ensure that the host family is capable of providing a safe, comfortable and nurturing home environment
- ensure the host family declares all adults and children who live in the home, including those who may reside temporarily
- ensure that the host family understands and agrees to meet the financial obligations of hosting
- verify that each person aged 18 years and over residing in the home has undergone a CRC.

The VRQA may approve an alternative procedure to a CRC to determine a person's suitability to work with children for specific countries where either:

- the relevant government authorities do not issue CRCs
- the processes for prospective host families to obtain CRCs are unreasonably burdensome and significantly more onerous than for WWCCs.

To seek approval to implement an alternative vetting procedure, the SEO must:

- apply to VRQA for approval
- advise parents, guardians and students that CRCs are not available, and explain the process the SEO is adopting to verify the suitability of the host family.

#### ***Placement of more than one student with a host family***

Where an SEO intends to place more than one student simultaneously with the same host family, the SEO must ensure all parties agree to the dual placement prior to the second student being accommodated with that host family.

If requested by the VRQA, the SEO must provide documentation demonstrating that all parties agree to the dual placements.

***Placement with single adult host parents without children***

An SEO must ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an SEO representative other than the individual who recruited or screened the applicant. Such a secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community.

Both the exchange student and his or her parents/legal guardians must agree in writing in advance to the student's placement with a single adult host parent without a child in the home.

**5.15 Prevention of conflicts of interest**

A person who is an employee, volunteer or involved in the management of an SEO must not be a host family for an exchange student, except in emergencies and only with prior VRQA approval.

***SUPPORT AND SUPERVISION***

**5.16 Orientation for students and host families**

An SEO must provide both pre-departure preparation and host country orientation programs for both inbound and outbound students, as well as an orientation program for host families.

The orientation program for students and host families must include:

- information on the organisation's program rules and expectations
- information on the roles and responsibilities of students and host families
- for host families, information on handling critical incidents and issues relating to student welfare
- information on seeking assistance and reporting any incidence or allegation involving actual or alleged sexual, physical or other abuse
- information on the relevant age restrictions and laws governing minors in the student's host country
- who to contact in emergency situations, including:
  - for inbound students, contact numbers of nominated staff members within Victoria
  - for outbound students, contact details of coordinators in the host country
- information about the SEO's complaints processes
- VRQA contact details.

**5.17 Support for students and host families**

An SEO must ensure that inbound and outbound exchange students and host families have adequate local assistance and support. Support includes appropriate reception, orientation, accommodation, transport and emergency arrangements, as well as providing ongoing support networks for exchange students.

An SEO must ensure that appropriate arrangements are in place for inbound exchange students' accommodation, support and general welfare.

**5.18 Minimum scheduled SEO contact with students and host families**

An SEO must maintain a monthly schedule of personal contact with all exchange students and host families, face-to-face or by telephone. For outbound students, an SEO may satisfy this requirement by ensuring a monthly schedule of personal contact from a third-party organisation in the host country.

### 5.19 Program fee discounts for families hosting exchange students

Placement of an exchange student with a host family must not involve payment of board or a subsidy to the host family. An SEO may only provide a discount on student exchange program fees to the family of an outbound exchange student, in exchange for the family undertaking to host an inbound student, if:

- the family meet all of the requirements for host families in the Guidelines and any other requirements imposed by the SEO
- the discount is a maximum of 10 per cent of the cost of the outbound student's program participation fee
- the discount is paid as a rebate at the end of the inbound student's exchange program.

### 5.20 School liaison

A non-school SEO must follow VRQA and host school procedures regarding the enrolment of inbound exchange students in Victorian schools.

A non-school SEO must maintain effective liaison with Victorian schools hosting exchange students through the appointment of an identified liaison officer.

For inbound exchange students, a non-school SEO must provide the host school with:

- host family and exchange organisation contact details
- information about the student, including copies of school and other reports as requested.

An SEO must maintain procedures for ensuring that students are meeting the student visa conditions and fulfilling all relevant school requirements. For example, requirements could include abiding by the school's code of conduct, the school rules, and policies about uniform and attendance.

### ***REQUIREMENT TO NOTIFY THE VRQA***

#### 5.21 Changes to SEO governance

An SEO must notify the VRQA of any change in ownership, control, executive management or operation of the SEO as soon as practical, but within 14 days of the change.

For an SEO that is a registered school, this includes changes to the PEO or principal-class officer overseeing the student exchange program.

On notification of the changes, the VRQA may review whether the organisation remains appropriate for approval as an SEO.

#### 5.22 Changes to student exchange programs

An SEO must notify the VRQA prior to implementing any changes to a student exchange program, unless there are exceptional circumstances that require an immediate change.

If a change is made to a student's program due to exceptional circumstances, the SEO must notify the VRQA as soon as practical, and within five working days of the change.

Changes to a student exchange program may include a change to the:

- host school
- host family
- start or departure date.

An SEO must manage and organise student exchange programs in a manner that minimises changes to a student's agreed exchange program. Changes to the host school must only be made in exceptional circumstances.

If a proposed student exchange program involves multiple host schools the SEO must seek VRQA approval for each host school prior to the commencement of the student's exchange program.

If a change is made to a student exchange program, the SEO must ensure that students and parents or guardians consent to the change.

### **5.23 Changes to third-party arrangements**

An SEO must notify the VRQA of any changes to the people or organisations that the SEO has a third-party arrangement with within 14 days of the change.

If an SEO enters into a new third-party agreement, the VRQA must be advised of this new arrangement, and the SEO must provide details of the new arrangements and any supporting documents to the VRQA, including the contract.

## ***CONFIDENTIALITY AND INFORMATION SHARING***

### **5.24 Release of information by VRQA**

Section 4.9.4 of the ETR Act authorises the VRQA to disclose any information it has obtained in the course of performing its functions to a prescribed person or body if the information relates to the performance of a function of that person or body, including a department of the Commonwealth Government or another state or territory government.

An applicant or SEO acknowledges and consents to the VRQA releasing to a prescribed body or person information about or arising from:

- an application for approval or re-approval
- the approval or re-approval of an SEO
- a review of an SEO undertaken by the VRQA
- action taken by the VRQA in relation to an SEO.

### **5.25 Marketing and recruitment documentation**

If requested by the VRQA, an SEO must provide all material used in promoting its programs and in recruiting exchange students.

## ***PROTECTION MEASURES FOR EXCHANGE STUDENTS***

### **5.26 Response to critical incidents**

An SEO must have policies and procedures, including an emergency management plan, to address critical incidents and serious issues impacting on student welfare. The policies and procedures must include procedural information on how the organisation will manage incidents arising from:

- natural disasters
- terrorism
- the student becoming a victim of a crime, or facing arrest or criminal charges
- serious illness, injury or mental health concerns
- the death or serious illness of family members
- a breakdown in the host family arrangements.

A school SEO should confirm that its existing emergency management and critical incident policies and procedures cover the above scenarios, and if not, amend accordingly.

The policies and procedures must provide that appropriate contact is maintained with the student, the student's parents or guardians are kept informed and the VRQA is notified as soon as practicable.

A written record of any critical incident and remedial action taken by the SEO must be maintained for at least two years after the student ceases to be an exchange student.



### 5.27 Outbound students

An SEO must:

- notify the VRQA of the details of all outbound students prior to their departure from Australia, including the:
  - student’s full name
  - student’s home address
  - student’s date of birth
  - student’s home school
  - host country
  - host school
  - host family address
  - host school commencement and cessation dates
  - departure and return dates
  - name of any third-party organisation contracted to provide the exchange program in the destination country
- provide parents or guardians of students with information about child protection laws and services, including advice about whether or not CRCs were undertaken for the host family
- register students with the DFAT Smartraveller website prior to departure
- require outbound exchange students only travel to the host country with international airlines that provide full transfer facilities and have age-appropriate procedures in the event of flight delays or interruptions
- have up-to-date emergency contact information for airlines, Australian embassies or high commissions and other relevant agencies for host and transit countries
- require students to be met on arrival in the destination country and assisted in their journey to the host family
- arrange for parents or guardians of all outbound exchange students to receive confirmation of the student’s safe arrival at the host family as soon as practicable.

### 5.28 Exchange student safety card

#### *For an inbound student*

Prior to an inbound student’s departure, an SEO must provide the student and their parents or guardians with:

- the host family’s address and relevant telephone numbers
- emergency contact details for the relevant SEO coordinator or SEO office
- a statement:  
‘(Name of SEO) is a student exchange organisation approved in Victoria by the Victorian Registration and Qualifications Authority (VRQA). Students or their parents/legal guardians can contact the VRQA at [vrqa.student.exchange@edumail.vic.gov.au](mailto:vrqa.student.exchange@edumail.vic.gov.au).’

An SEO must provide safety card information to an inbound exchange student before the student leaves their home country or immediately upon entry into Australia.

#### *For an outbound student*

Prior to an outbound student’s departure, an SEO must provide the student with:

- the host family’s address and relevant telephone numbers
- the name of any third-party organisation that will be providing elements of the exchange program for the student overseas
- emergency contact details for the relevant SEO coordinator or SEO office in the student’s host country
- emergency contact details for the relevant SEO in Australia

- a statement:  
'(Name of SEO) is a student exchange organisation approved in Victoria by the Victorian Registration and Qualifications Authority (VRQA). Students or their parents/legal guardians can contact the VRQA at [vrqa.student.exchange@edumail.vic.gov.au](mailto:vrqa.student.exchange@edumail.vic.gov.au).'

An SEO must provide safety card information to an outbound exchange student before the student departs Australia.

### 5.29 Reporting incidents or allegations of abuse

#### *Non-school SEOs*

An SEO must immediately report any incident or allegation involving actual or alleged sexual or physical abuse of an exchange student to:

- the relevant law enforcement agency in Victoria if they are an inbound student
- the relevant authority in the host country if they are an outbound student.

If an SEO has reasonable grounds to believe that one of its students in Victoria (aged under 16 years) is in need of protection, they must make a report under section 183 of the **Children, Youth and Families Act 2005**, which states:

*'Any person who believes on reasonable grounds that a child is in need of protection may report to a protective intervener that belief and the reasonable grounds for it.'*

An SEO must also advise the VRQA about the incident or allegation and what steps the SEO has taken in response.

#### *School SEOs*

A school SEO should follow its existing policies and procedures for the reporting of abuse in accordance with Ministerial Order 870 and the minimum standard for a registered school relating to the care, safety and welfare of students (including mandatory reporting and duty of care obligations).

### 5.30 Complaints and appeals

An SEO must have and implement a documented complaints handling and appeals process and policy. An SEO must also provide an exchange student and their parent or guardians with comprehensive, free and easily accessible information about that process and policy.

An SEO's internal complaints handling and appeals process must include:

- a process for the exchange student to lodge a formal complaint or appeal if a matter cannot be resolved informally
- that the SEO will respond to any complaint or appeal an exchange student makes about his or her dealings with the SEO, or any related party the SEO has arranged with to deliver the exchange program or related services
- that the SEO will commence assessment of the complaint or appeal within 10 working days and finalise the outcome as soon as practicable
- that the exchange student is given an opportunity to formally present his or her case in writing at minimal or no cost, and be accompanied and assisted by a support person at any relevant meetings
- that the SEO conducts the assessment of the complaint or appeal in accordance with the requirements of procedural fairness
- that the exchange student is given a written statement of the outcome of the internal appeal, including detailed reasons for the outcome
- that the SEO keeps a written record of the complaint or appeal, including a statement of the outcome and reasons for the outcome
- that the SEO explains the internal review process to the student and their parent or guardian.

An SEO's internal complaints handling and appeals policy must clearly and visibly state:

- that an exchange student can contact the VRQA if they or their parent or guardian is concerned about the conduct of the SEO
- that the complaints handling and appeals process described in the policy does not prevent an exchange student from exercising the student's rights to other legal remedies.

An SEO must give a complainant the VRQA's contact details.

A school SEO should confirm that its existing complaints and appeals policies and procedures cover the above scenarios, and if not, amend accordingly.

### 5.31 Privacy of student information

An SEO should collect, use and disclose personal information in accordance with the **Privacy and Data Protection Act 2014**.

For example, an SEO must protect the personal information, including photographs, of exchange students and ensure that:

- it obtains appropriate written consent for the publication or use of student images or information in any advertising or promotional material, and clearly outlines the intended use of the material
- in the recruitment of host families and in any other circumstances, the SEO does not provide personal information or photographs or images including likenesses of individual exchange students in any public or 'open' recruitment through advertising, websites, publications or displays accessible to the general public that would allow the student to be identified via social media
- it only provides a photograph, first name and basic information about student interests (that is, no surname, address or contact details) to prospective host families who have registered with the SEO and who have completed the relevant screening process, including verifying identity with photo identification
- it appropriately safeguards the access, use, storage and archiving of electronic and hard copies of all exchange student applications, files and documents containing student personal information
- it retains and securely stores details of host families and student placements
- it implements a social media policy, including a record management and monitoring process.

A school SEO should confirm that its existing privacy policies and procedures cover the above, and if not, amend accordingly.

### 5.32 Information for students and host families about privacy

An SEO must have a policy and procedure in place that is provided to all exchange students and host families with information about the need for students to protect their personal privacy, and the privacy of members of their host family. This includes advice about the appropriate use and risks of the internet and social media platforms such as Facebook, Twitter, Instagram, YouTube, Snapchat, TikTok, Weibo, WeChat, or WhatsApp.

A school SEO should confirm that its existing internet use and social media policies and procedures cover the above, and if not, amend accordingly.

### 5.33 Program evaluation

An SEO must have a process for annual or ongoing program evaluation. The process must include seeking post-program feedback from students, parents or guardians, host families and schools, and implementing improvements in response to the evaluation outcomes.

The program evaluation should include a review of any third-party arrangements.

**APPENDIX****DEFINITIONS**

**AASES form** – an Acceptance Advice for Secondary Exchange Student form issued by the VRQA to an SEO to enable an overseas exchange student to apply for an Australian student visa (in accordance with the Commonwealth Migration Regulations 1994).

**Base state** – for SEOs that operate across more than one jurisdiction, the jurisdiction that the SEO's head office is located within will be considered the SEO's base state.

**Child Safe Standards** – the Victorian Child Safe Standards, in accordance with the **Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015**.

**Criminal Record Check (CRC)** – official police or security agency check of a person's criminal history undertaken in order to verify their suitability to work with children. In Victoria this includes a Working With Children Check under the **Working With Children Act 2005**.

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

**Exceptional circumstances** – when a student's health, wellbeing or safety, or the wellbeing of others, is likely to be at risk.

**Exchange student** – a student enrolled in a secondary school participating in a secondary student exchange program provided by a VRQA-approved SEO.

**Financial Capability Assessment (FCA)** – an assessment of an organisation's financial viability and not-for-profit status.

**Local SEO coordinator** – a paid or volunteer representative of an SEO to coordinate and provide support to exchange students and host families.

**OSHC** – overseas student health cover, which is mandatory health insurance required by visa regulations for all Australian student visas.

**PEO** – principal executive officer

**Registration authority** – the legal entity in an Australian state or territory responsible for registering or approving, and quality assurance of SEOs.

**Student exchange organisation (SEO)** – a school or not-for-profit organisation approved by the VRQA under the ETR Act to operate a student exchange program in Victoria.

**Student exchange program** – an arrangement where an Australian secondary school hosts a student from another country, and that student's school in that other country hosts a student enrolled at that Australian school.

**Third-party organisation** – a person or organisation engaged directly by an SEO to provide an element of a student exchange program. These include, for example, an overseas affiliate or partner organisation that is responsible for the accommodation and welfare of an outbound student. These do not include companies providing a general service such as an airline, insurance companies or bus services.

**WWCC** – Working With Children Check (in accordance with the **Working With Children Act 2005**).

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## APPROVAL TO OPERATE A STUDENT EXCHANGE PROGRAM

### *Application Form for Schools*

Registered schools can use this form to apply for approval to operate a student exchange program in Victoria.

#### **Associated documents**

- Guidelines for Student Exchange Programs (the Guidelines)

#### **About this application**

There are three sections to this application.

Part A – Applicant information

Part B – Overseas sister school(s)

Part C – Standards for approval: supporting documentation (evidence list)

Part D – PEO/Principal declaration

#### **Supporting documentation**

The applicant must attach supporting documentation as evidence they meet the minimum standards for the operation of a student exchange program for each item listed in the checklist provided at Part C of this application.

#### **Before submitting your application**

Check that the application is complete and has all required attachments. Incomplete applications will be returned, delaying the assessment of your application.

#### **Privacy statement**

The VRQA requires the information collected in this application for the purpose of approving organisations to provide student exchange programs under the **Education and Training Reform Act 2006** (the ETR Act). Section 4.9.4 of the ETR Act provides for the disclosure of information about an applicant for approval to operate a student exchange program to a prescribed person or body if the information relates to the performance of a function of that person or body, including:

- a department of the Commonwealth Government or an Australian state or territory government
- an agency of the Commonwealth.

The VRQA may also disclose information where required, permitted or authorised by law. The VRQA is committed to handling all personal information securely in accordance with the **Privacy and Data Protection Act 2014**. To learn more about how the VRQA handles personal information, access the VRQA's privacy statement on the VRQA website.

#### **Principal Executive Officer**

The person nominated in this form as the Principal Executive Officer (PEO) assumes responsibility for the school's compliance with legislative requirements in the ETR Act and the Guidelines. The PEO will be the point of contact for the school's compliance under the ETR Act. The PEO in a school would usually be a Principal or a Principal Class Officer.

The application must include a Fit and Proper Person Declaration completed by the PEO. To get a copy of the declaration, see:

- Forms

#### **Sister schools**

The applicant must provide details of each sister school involved in providing the student exchange program. For each sister school, applicants must include a copy of a Memorandum of Understanding (MOU) or written agreement signed by the principal or PEO of both schools that contains:

- a joint commitment to operate a reciprocal student exchange program that meets the minimum standards listed in the Guidelines, and any regulatory requirements of the sister school's regional or national government

- a termination provision that enables either school to cease the operation of the exchange program with a notice period.

### **Submitting your application**

Applications must be submitted with all attachments in electronic format (USB) to:

School Projects Unit  
Victorian Registration and Qualifications Authority  
GPO Box 2317  
Melbourne Vic 3001

Alternatively, zipped files can be emailed to:

vrqa.student.exchange@edumail.vic.gov.au

### **Application process**

**Step 1:** Complete and submit an application form

**Step 2:** Pay fees when invoiced

The VRQA will acknowledge your application by email, and email an invoice for the application fee (non-refundable) and the assessment fee.

The invoice must be paid in full before your application can be assessed. To pay fees online by credit card (MasterCard or Visa), BPAY or Post Billpay, follow the instructions on your invoice.

**Step 3:** Assessing your application

Following receipt of payment, the VRQA will assess your application and provide feedback. You will be notified if further information is required.

**Step 4:** Decision made on application

Applicants will receive formal advice regarding their application.

For more information about this form or the application process, contact the School Projects Unit: (03) 9032 1539.

**PART A – APPLICANT INFORMATION**

<b>A.1 Applicant details</b>			
A.1.1	Legal entity name		
A.1.2	School trading name		
A.1.3	Australian Business Number		
A.1.4	Address	Street address	
		Suburb/town	Postcode
A.1.5	Postal address (if different)	Street address	
		Suburb/town	Postcode
A.1.6	Email		
A.1.7	Website		
<b>A.2 Contact details</b>			
A.2.1	Principal Executive Officer	Full name	
		Position	
		Email	
		Telephone	
A.2.2	Contact for day-to-day operational matters	Full name	
		Position	
		Email	
		Telephone	
		Should this person be included in correspondence about this application? <input type="checkbox"/> No <input type="checkbox"/> Yes	
A.2.3	Contact for invoicing	Full name	
		Position	
		Email	
		Telephone	
<b>A.3 Previous approval</b>			
A.3.1	Has the school previously been approved to operate a student exchange program?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
		If yes, provide details about the period of approval and why the approval ended.	

**PART B – OVERSEAS SISTER SCHOOL(S)**

<b>B.1 Overseas sister school #1</b>				
B.1.1	School name			
B.1.2	Address	Street address		
		Suburb/town		Postcode
		Country		
B.1.3	School website			
B.1.4	Frequency and duration of proposed exchange program			
B.1.5	Year levels for inbound and outbound students			
B.1.6	MOU or agreement attached	<input type="checkbox"/> Yes		
B.1.7	Date MOU or agreement signed	DD	MM	YY
<b>B.2 Overseas sister school #2</b>				
B.2.1	School name			
B.2.2	Address	Street address		
		Suburb/town		Postcode
		Country		
B.2.3	School website			
B.2.4	Frequency and duration of proposed exchange program			
B.2.5	Year levels for inbound and outbound students			
B.2.6	MOU or agreement attached	<input type="checkbox"/> Yes		
B.2.7	Date MOU or agreement signed	DD	MM	YY
<b>B.3 Overseas sister school #3</b>				
B.3.1	School name			
B.3.2	Address	Street address		
		Suburb/town		Postcode
		Country		
B.3.3	School website			
B.3.4	Frequency and duration of proposed exchange program			
B.3.5	Year levels for inbound and outbound students			
B.3.6	MOU or agreement attached	<input type="checkbox"/> Yes		
B.3.7	Date MOU or agreement signed	DD	MM	YY

Attach a separate list if additional fields are required.



## PART C – STANDARDS FOR APPROVAL: SUPPORTING DOCUMENTATION (EVIDENCE LIST)

The applicant must provide evidence that the school meets the following standards.

<b>General</b>		
<b>Standard</b>	<b>Please provide:</b>	<b>Document name and page number, or website URL:</b>
5.1	A statement or a policy that confirms that the purpose of the school's student exchange program is to provide a broad educational experience for students and to further international and intercultural understanding	
5.2	A policy that ensures that all inbound exchange students will enter on subclass 500 student visas issued via an AASES form. If the school also provides teacher-accompanied study tours for inbound or outbound students, the school must demonstrate: <ul style="list-style-type: none"> <li>• that these programs are not referred to as 'student exchange'</li> <li>• that the school makes clear to parents of participants in these programs that they are not student exchange programs under the Guidelines and are not regulated by the VRQA.</li> </ul>	
5.3	A policy and procedure for managing reciprocity that indicates that the school: <ul style="list-style-type: none"> <li>• will operate its student exchange program on a reciprocal basis, balancing the number of inbound and outbound exchange students</li> <li>• will provide a register of all outbound students to the VRQA before those students have departed from Australia.</li> </ul>	
<b>Student exchange organisation governance</b>		
<b>Standard</b>	<b>Please provide:</b>	<b>Document name and page number, or website URL:</b>
5.5	Evidence that the school's public liability insurance covers inbound and outbound student exchange programs.	
5.6	A Fit and Proper Person declaration for the PEO	Attach a Fit and Proper Person declaration
5.7	An overview of the organisational structure within the school that indicates how the structure: <ul style="list-style-type: none"> <li>• is effective and appropriate for the size of its operation</li> <li>• allows ready access by and communication with parents, schools, students and officers of appropriate agencies, including phone accessibility 24 hours per day, and seven days per week</li> <li>• enables them to make appropriate arrangements in Victoria for inbound exchange students' accommodation, support and general welfare</li> <li>• can facilitate the provision of effective and appropriate support to participating inbound and outbound students.</li> </ul>	

5.8	A policy and procedure that ensures all officers, employees and volunteers working with children or with access to exchange students' personal records or information in Victoria have a Working With Children Check (WWCC) or hold current registration with the Victorian Institute of Teaching.	
5.9	<p>Evidence of a risk-assessment of the student exchange program, showing how existing school policies and procedures can be adapted to apply to the student exchange program in relation to:</p> <ul style="list-style-type: none"> <li>● conflict resolution</li> <li>● procedures for handling and reporting emergency situations and critical incidents</li> <li>● Ministerial Order 870, handling and reporting requirements</li> <li>● minimum standards for a registered school regarding care, safety and welfare of students.</li> </ul> <p>An example of a training program for student exchange program coordinators and student support staff about host family screening, the Guidelines, the ETR Act and the WWCC requirements.</p>	
5.10	<p>A register of all third-party organisations used to support and deliver the student exchange program. In schools, this is typically the overseas sister school(s), including:</p> <ul style="list-style-type: none"> <li>● the name of the third-party organisation/sister school</li> <li>● evidence that the sister school is registered by relevant authorities</li> <li>● the type of arrangement made between the parties</li> <li>● information about the school's monitoring process in relation to the operations of the sister school</li> <li>● details of whether the third-party organisation is registered as a student exchange organisation in any jurisdiction</li> <li>● information about the school's periodic evaluations of service delivery for both inbound and outbound students, i.e. end-of-program satisfaction survey.</li> </ul> <p>A copy of the contracts between the school and the sister school (for example, the MOU).</p> <p>Evidence that the school has ensured that its sister school has a process to adequately screen and select host families.</p> <p>Evidence that the sister school has a critical incident policy to respond to incidents including natural disasters, terrorism, student illness or injury, and breakdown in the hosting relationship.</p> <p>A risk assessment of all outbound students' accommodation and welfare arrangements.</p>	

<b>Administration of student exchange programs</b>		
<b>Standard</b>	<b>Please provide:</b>	<b>Document name and page number, or website URL:</b>
5.11	Evidence that the school will manage the student exchange program effectively, minimising changes to the program dates, duration and host family.	
5.12	<p>Evidence of a screening process for selecting inbound and outbound students.</p> <p>Only students with appropriate language proficiency or demonstrated capacity to acquire a language, and maturity to benefit from the experience should be selected to take part in a student exchange program.</p> <p>A sample of the information provided to potential exchange students about:</p> <ul style="list-style-type: none"> <li>● school terms and holiday breaks</li> <li>● the grounds on which the student's exchange may be suspended or cancelled</li> <li>● the school's policy and process for approving the host family, support and general welfare arrangements.</li> </ul>	
5.13	Evidence that the school ensures that the level of health cover for program participants meets the requirements of standard 5.13 and that it has been communicated to the parents of exchange students, for example in a pre-departure information pack.	
<b>Host families</b>		
<b>Standard</b>	<b>Please provide:</b>	<b>Document name and page number, or website URL:</b>
5.14	<p>A policy and procedure for selecting and screening host families for inbound and outbound students that complies with the requirements of standard 5.14.</p> <p>The evidence should demonstrate that the school has a process for the placement of more than one student with a host family, and the placement of exchange students with single-adult host families without children.</p>	
5.15	A policy and procedure that prevents any conflict of interest in accordance with standard 5.15.	
<b>Support and supervision</b>		
<b>Standard</b>	<b>Please provide:</b>	<b>Document name and page number, or website URL:</b>
5.16	A sample of an orientation program for both inbound and outbound students as well as the host families that meets the requirements of standard 5.16.	

5.17	An explanation of how the school provides support to students and host families that includes appropriate reception, orientation, accommodation, transport and emergency arrangements, as well as providing ongoing support networks for exchange students.	
5.18	An overview as to how the school will maintain a monthly schedule of personal contact with all exchange students and host families, face-to-face or by telephone. For outbound students, the school may satisfy this requirement by ensuring a monthly schedule of personal contact by the sister school in the host country.	
5.19	A policy that ensures that the placement of an exchange student with a host family does not involve payment of board or a subsidy to the host family. If the school offers an outbound program fee discount for hosting students, the discount meets the requirements of standard 5.19.	
5.20	Procedures for ensuring that students are meeting the student visa conditions and fulfilling all relevant school requirements. For example, requirements could include abiding by the school's code of conduct, the school rules, and policies about uniform and full-time school attendance.	
<b>Requirement to notify the VRQA</b>		
<b>Standard</b>	<b>Attach a policy and procedure for notifying the VRQA of changes:</b>	<b>Document name and page number, or website URL:</b>
5.21	to the school's ownership, control, executive management or operation, including changes in PEO or Principal Class Officer overseeing the student exchange program, within 14 days of the change	
5.22	to a student's program, such as changes to host family, start or departure dates. The policy must ensure: <ul style="list-style-type: none"> <li>• a school notifies the VRQA prior to implementing any changes to a student exchange program, unless there are exceptional circumstances that require an immediate change</li> <li>• if a change is made to a student's program due to exceptional circumstances, the school must notify the VRQA as soon as practical, and within five working days of the change</li> <li>• the student and their parents consent to the change.</li> </ul>	
5.23	to the sister-school arrangements within 14 days of the change. If a school enters into a new sister-school agreement, the VRQA must be advised of this new arrangement, and the school must provide details of the new arrangements and any supporting documents to the VRQA, including the MOU.	

<b>Protection measures for exchange students</b>		
<b>Standard</b>	<b>Please provide:</b>	<b>Document name and page number, or website URL:</b>
5.26	A copy of the school's emergency management and critical incident policies and procedures, amended as necessary to address the requirements of standard 5.26 for inbound and outbound exchange programs.	
5.27	<p>Evidence that the school has procedures in place to ensure that the VRQA is notified of the details of all outbound students prior to their departure from Australia.</p> <p>An outbound student policy and procedure that provides for:</p> <ul style="list-style-type: none"> <li>● information be provided to parents about child protection laws in the destination country</li> <li>● students be registered with the Department of Foreign Affairs and Trade Smartraveller website prior to departure</li> <li>● outbound exchange students to only travel to the host country with international airlines that provide full transfer facilities and have age-appropriate procedures in the event of flight delays or interruptions</li> <li>● maintaining up-to-date emergency contact information for airlines, Australian embassies or high commissions and other relevant agencies for host and transit countries</li> <li>● students to be met on arrival in the destination country and assisted in their journey to the host family</li> <li>● parents or guardians of all outbound exchange students to receive confirmation of the student's safe arrival at the host family as soon as practicable.</li> </ul> <p>An example of the information provided to parents about child protection laws in the destination country.</p>	
5.28	A copy of the school's Student Safety Card policy and procedures as evidence that the school meets the requirements of standard 5.28 for inbound and outbound exchange programs.	
5.29	Evidence that the school's policies and procedures for reporting incidents and allegations of abuse in accordance with Ministerial Order 870 encompass both inbound and outbound exchange students.	
5.30	A copy of the school's complaints and appeals policy and procedures, amended as necessary to address the requirements of standard 5.30 for inbound and outbound exchange programs.	
5.31	A copy of the school's privacy policy, amended as necessary to address the requirements of standard 5.31 for inbound and outbound exchange programs.	
5.32	A copy of the school's internet and social media policy and procedures, amended as necessary to address the requirements of standard 5.32 for inbound and outbound exchange programs.	

5.33	Evidence of a process for periodically evaluating the student exchange program, including seeking post-program feedback from students, parents or guardians, host families and schools, and implementing improvements in response to the evaluation outcomes. The program evaluation should include a review of sister-school arrangements.	
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**PART D – PEO/PRINCIPAL DECLARATION**

I declare that the information submitted in this form is true and correct to the best of my knowledge.

PEO/Principal name \_\_\_\_\_

PEO/Principal signature \_\_\_\_\_

Date \_\_ / \_\_ / \_\_\_\_

**Electoral Act 2002****CHANGE TO REGISTER OF POLITICAL PARTIES**

In accordance with section 51(5)(e) of the **Electoral Act 2002**, I hereby give notice of the following change to the Register of Political Parties.

**Name of registered political party:** Pauline Hanson's One Nation.

**New address:** Unit 17, 109 Holt Street, Eagle Farm, Queensland 4009.

**New postal address:** PO Box 136, Pinkenba, Queensland 4008.

Dated 8 August 2019

WARWICK GATELY, AM  
Victorian Electoral Commission

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

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

Road Naming:

Change Request Number	Road Name	Locality	Naming Authority and Location
123635	Camrose Street	Mickleham	Hume City Council (formerly known as Kenora Street) The road traverses south from Shippagan Road.

Geographic Names Victoria

Land Use Victoria

2 Lonsdale Street

Melbourne 3000

CRAIG L. SANDY  
Registrar of Geographic Names

HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA

**Heritage Act 2017**

NOTICE OF REGISTRATION

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

Number: H0265

Category: Heritage Place

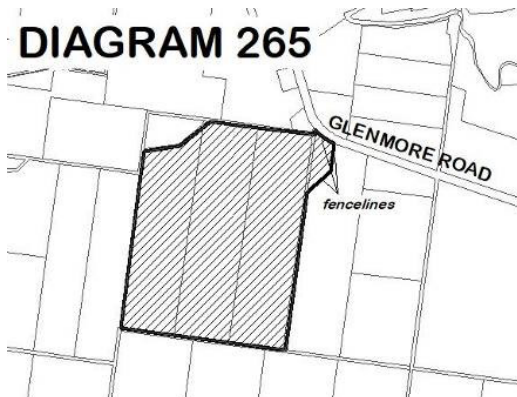
Place: Greystones Homestead and Outbuildings

Location: 565 Glenmore Road, Rowsley

Municipality: Moorabool Shire

All of the place shown hatched on Diagram 265 encompassing all of Lot 1 on Title Plan 672577, all of Lots 20, 22 and 23 and part of Lot 21 on Title Plan 238610.

**DIAGRAM 265**



Dated 15 August 2019

STEVEN AVERY  
Executive Director

HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA

**Heritage Act 2017**

NOTICE OF REGISTRATION

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

Number: H0184

Category: Heritage Place

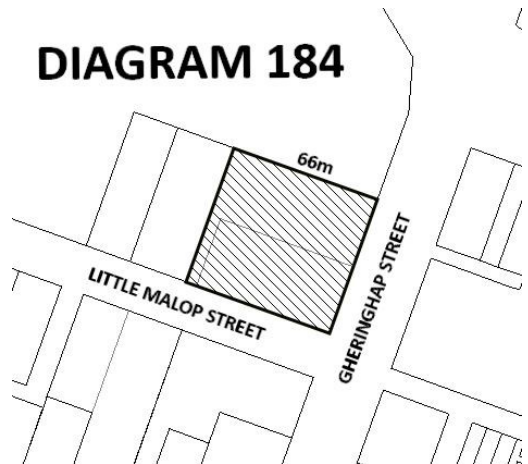
Place: Geelong Town Hall

Location: 30 Gheringhap Street, Geelong

Municipality: Greater Geelong City

All of the place shown hatched on Diagram 184 encompassing all of Lot 1 on Title Plan 957616 and part of Crown Allotment 3, Section 55B, City of Geelong, Parish of Corio.

**DIAGRAM 184**



Dated 15 August 2019

STEVEN AVERY  
Executive Director

HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA

**Heritage Act 2017**

NOTICE OF REGISTRATION

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

Number: H1209

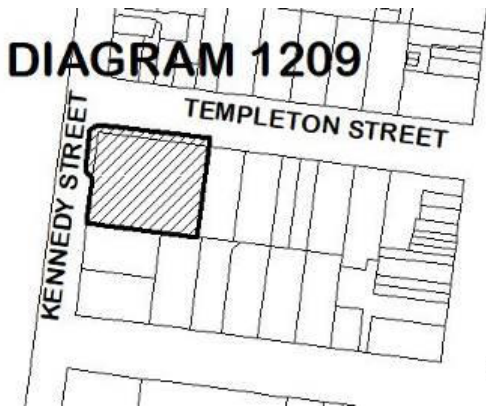
Category: Heritage Place

Place: Midland Private Hotel

Location: 2 Templeton Street, Castlemaine

Municipality: Mount Alexander Shire

All of the place shown hatched on Diagram 1209 encompassing all of Crown Allotments 3, 4 & 5, Section 3, Township of Castlemaine and the land forming the footprint of the verandahs to Kennedy and Templeton Streets.



Dated 15 August 2019

STEVEN AVERY  
Executive Director

HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA

**Heritage Act 2017**

NOTICE UNDER SECTION 137 OF THE  
**HERITAGE ACT 2017** REGARDING  
COVENANT PURSUANT TO SECTION 134  
OF THE **HERITAGE ACT 2017**  
HERITAGE PLACE NO. H2060

Former Smiths Nursery, 721 Kilmore Road,  
Riddells Creek (Lot 1, 2, 3, 4, 5 and 6)

The Heritage Council of Victoria has entered into a Covenant pursuant to section 134(1) of the **Heritage Act 2017** in relation to the above Heritage Place with David and Linda Liebich, the owner of the above Heritage Place.

The Covenant binds the owner of the above Heritage Place to the development, use or conservation of the Heritage Place in accordance with the terms of the Covenant.

H2060 Former Smiths Nursery,  
721 Kilmore Road, Riddells Creek (Lot 1, 2,  
3, 4, 5 and 6).

Under the **Heritage Act 2017**.

Date of covenant: 29 July 2019

Between David Bryce Liebich and Linda  
Christine Liebich and the Heritage Council  
Agreement:

Maintain the ongoing conservation and repair of the heritage place in accordance with the Landscape and Vegetation Management Plan, the

Design Guidelines and the Interpretation Plan. Following the preparation of the Interpretation Plan, Interpretation Signs are to be installed and the owner is to maintain this information and structures into the future. The ongoing arrangements for the implementation of the Landscape and Vegetation Management Plan in perpetuity are to be legally binding upon the owners of the Heritage Place and will require three yearly management reports, landscape plan and planting plan to the satisfaction of the Executive Director from 1 July 2018. All development of the Heritage Place is to be accordance with the endorsed Design Guidelines and the Landscape and Vegetation Management Plan.

The form of the Covenant is viewable at the offices of Heritage Victoria, Level 7, 8 Nicholson Street, East Melbourne, telephone 03 9938 6894, during business hours.

STEVEN AVERY  
Executive Director

HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA

**Heritage Act 2017**

NOTICE UNDER SECTION 137 OF THE  
**HERITAGE ACT 2017** REGARDING  
COVENANT PURSUANT TO SECTION 134  
OF THE **HERITAGE ACT 2017**  
HERITAGE PLACE NO. H2060

Former Smiths Nursery, 721 Kilmore Road,  
Riddells Creek (Lot Reserve No. 1)

The Heritage Council of Victoria has entered into a Covenant pursuant to section 134(1) of the **Heritage Act 2017** in relation to the above Heritage Place with the Macedon Ranges Shire Council, the owner of the above Heritage Place.

The Covenant binds the owner of the above Heritage Place to the development, use or conservation of the Heritage Place in accordance with the terms of the Covenant.

H2060 Former Smiths Nursery,  
721 Kilmore Road, Riddells Creek  
(Lot Reserve No. 1).

Under the **Heritage Act 2017**.

Date of covenant: 29 July 2019

Between Macedon Ranges Shire Council and  
the Heritage Council



## Agreement:

Maintain the ongoing conservation and repair of the heritage place in accordance with the Landscape and Vegetation Management Plan, the Design Guidelines and the Interpretation Plan. Following the preparation of the Interpretation Plan, Interpretation Signs are to be installed and the owner is to maintain this information and structures into the future. The ongoing arrangements for the implementation of the Landscape and Vegetation Management Plan in perpetuity are to be legally binding upon the owners of the Heritage Place and will require three yearly management reports, landscape plan and planting plan to the satisfaction of the Executive Director from 1 July 2018. All development of the Heritage Place is to be accordance with the endorsed Design Guidelines and the Landscape and Vegetation Management Plan.

The form of the Covenant is viewable at the offices of Heritage Victoria, Level 7, 8 Nicholson Street, East Melbourne, telephone 03 9938 6894, during business hours.

STEVEN AVERY  
Executive Director

**Marine and Coastal Act 2018**  
NOTICE OF APPROVAL OF  
MANAGEMENT PLAN

Sorrento Coastal and Marine Management Plan

The Minister for Energy, Environment and Climate Change has approved the Sorrento Coastal and Marine Management Plan, pursuant to 61(2) of the **Marine and Coastal Act 2018**.

The Management Plan takes effect on the date this notice is published in the Government Gazette.

The Management Plan provides for the management of coastal Crown land that forms part of Sorrento Foreshore Reserve, including open space and car parking areas between Sullivan Bay car park and the Sorrento Boat Ramp.

A copy of the Management Plan may be inspected at Mornington Peninsula Shire Offices, 2 Queen Street, Mornington; 21 Marine Parade, Hastings; and 90 Besgrove Street, Rosebud, Victoria, during normal office hours or online at <https://www.mornpen.vic.gov.au>

STEPHEN CHAPPLE  
Regional Director  
Port Philip Region  
Department of Environment, Land,  
Water and Planning

**Retirement Villages Act 1986**

Section 39

CANCELLATION OF  
RETIREMENT VILLAGE NOTICE

I hereby declare that pursuant to section 9 of the **Retirement Villages Act 1986** Retirement Village Notice T587716R, registered on Certificate of Title Volume 03050 Folio 907, on 7 March 1995, under the **Transfer of Land Act 1958**, is cancelled.

Dated 6 August 2019

SAM JENKIN  
Executive Director, Regulatory Services  
and Director, Consumer Affairs Victoria

**Retirement Villages Act 1986**

Section 32

EXTINGUISHMENT OF  
RETIREMENT VILLAGE CHARGE

I hereby declare that pursuant to section 29 of the **Retirement Villages Act 1986** Retirement Village Charge T957006W, registered on Certificate of Title Volume 03050 Folio 907, on 14 November 1995, under the **Transfer of Land Act 1958**, is extinguished.

Dated 6 August 2019

SAM JENKIN  
Executive Director, Regulatory Services  
and Director, Consumer Affairs Victoria

**Road Safety Act 1986****DECLARATION UNDER SECTION 68(4) OF THE ROAD SAFETY ACT 1986  
THAT CERTAIN PROVISIONS OF THE ROAD SAFETY ACT 1986 AND REGULATIONS  
DO NOT APPLY WITH RESPECT TO EVENTS CONDUCTED  
BY CASTERTON AND DISTRICT DRAG RACING CLUB INC.****1. Purpose**

The purpose of this notice is to make a declaration under section 68(4) of the **Road Safety Act 1986** that sections 68(1) and 68(2) of the **Road Safety Act 1986** and the Regulations, including the Road Safety Road Rules 2017, do not apply to motoring events which are sanctioned, or organised and conducted by the motoring organisation Casterton and District Drag Racing Club Inc., other than the provisions specified in Table 1.

**2. Authorising provision**

This notice is made under section 68(4) of the **Road Safety Act 1986**. Section 68(4) provides that the Minister for Roads may, on the application of a motoring organisation and by notice published in the Government Gazette, declare that sections 68(1) and 68(2) of the **Road Safety Act 1986** and of any regulations (except as specified in the notice) do not apply with respect to any function or event that is sanctioned, or organised and conducted, by that motoring organisation.

Section 68(1) provides that it is an offence for a person to drive or be in charge of a motor vehicle which is being used in a race or speed trial on a highway. Section 68(2) makes it an offence for a person, alone or with any other person, to organise or manage a race or speed trial or to carry out or cause to be carried out any preparations for the conduct of a race or speed trial that is held or to be held on a highway.

**3. Commencement**

This notice takes effect at 8.00 am on Saturday 16 November 2019.

**4. Expiry**

This notice expires at 7.00 pm on Saturday 16 November 2019.

**5. Declaration**

In accordance with section 68(4) of the **Road Safety Act 1986** I, Paul Northey, as delegate for the Minister for Roads and Road Safety and on the application of Casterton and District Drag Racing Club Inc., declare that sections 68(1) and 68(2) of the **Road Safety Act 1986** and the Regulations and Road Safety Road Rules 2017 (other than the provisions specified in Table 1) do not apply with respect to motoring events which are sanctioned, or organised and conducted by the motoring organisation Casterton and District Drag Racing Club Inc., provided that the event is conducted in full compliance with any permit issued by the Roads Corporation.

Dated 25 July 2019

PAUL NORTHEY  
Chief Regional Roads Officer  
Roads Corporation  
Delegate of the Minister for Roads and Road Safety

**TABLE 1: Provisions that do apply to the relevant events****Road Safety Road Rules 2017**

Part 1	Introductory
Part 2	Interpretative provisions
Rule 78	Keeping clear of police vehicles, emergency vehicles, enforcement vehicles and escort vehicles
Rule 79	Giving way to police vehicles, emergency vehicles, enforcement vehicles and escort vehicles
Rule 300	Driver must not use a hand-held mobile
Rule 304	Obeying a direction by a police officer or authorised officer
Part 19	Exemptions
Part 20	Meaning and application of traffic control devices and traffic-related items
Part 21	General interpretative provisions
Schedules 1–4	Abbreviations, symbols and signs
Dictionary	Meaning of terms

**Road Safety (Vehicles) Regulations 2009**

ALL
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**Road Safety (Drivers) Regulations 2009**

ALL
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**Road Safety (Traffic Management) Regulations 2009**

ALL
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**Road Safety (General) Regulations 2009**

ALL
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**Swinburne University of Technology Act 2010**  
Academic and Student Affairs Statute 2012  
SWINBURNE UNIVERSITY OF TECHNOLOGY

Notice of Promulgation

In accordance with section 41(3) of the Swinburne University of Technology Governance and Administration Statute 2012, the following regulations made under the abovementioned statute are hereby promulgated:

- Titles for People Associated with the University (Amendment) Regulations 2019

The regulations come into operation on the date of publication of this notice. Copies of the regulations are available on the Swinburne University of Technology website.

EMMA LINCOLN  
University Secretary  
Swinburne University of Technology

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**Water Act 1989**

GOULBURN–MURRAY WATER CONNECTIONS PROJECT

Notice of Adoption of a Reconfiguration Plan

MV20 RP02

TO22 RP07

On 7 August 2019, the Connections Reconfiguration Committee, being a committee established by Goulburn–Murray Water under the **Water Act 1989**, determined to adopt Reconfiguration Plan MV20 RP02 and Reconfiguration Plan TO22 RP07.

A copy of each Reconfiguration Plan map can be inspected, free of charge, at the Goulburn–Murray Water website at [www.connectionsproject.com.au](http://www.connectionsproject.com.au) and free of charge, during office hours, at the offices of the Goulburn–Murray Water Connections Project, 55 Welsford Street, Shepparton.

FRANK FISSELER  
Project Director  
Connections Project  
Goulburn–Murray Water

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**Water Act 1989**

GOULBURN–MURRAY WATER CONNECTIONS PROJECT

Notice of Adoption of a Reconfiguration Plan

MV46 RP02

On 30 July 2019, the Connections Reconfiguration Committee, being a committee established by Goulburn–Murray Water under the **Water Act 1989**, determined to adopt Reconfiguration Plan MV46 RP02.

A copy of the Reconfiguration Plan map can be inspected, free of charge, at the Goulburn–Murray Water website at [www.connectionsproject.com.au](http://www.connectionsproject.com.au) and free of charge, during office hours, at the offices of the Goulburn–Murray Water Connections Project, 55 Welsford Street, Shepparton.

FRANK FISSELER  
Project Director  
Connections Project  
Goulburn–Murray Water

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**Planning and Environment Act 1987**

**BAYSIDE PLANNING SCHEME**

Notice of Approval of Amendment

Amendment C151bays

The Minister for Planning has approved Amendment C151bays to the Bayside Planning Scheme.

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

The Amendment implements the Hampton East (Moorabbin) Structure Plan, February 2016 to the Bayside Planning Scheme, introduces Schedule 1 to the Activity Centre Zone, rezones land within the activity centre accordingly and makes subsequent changes to the planning scheme.

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours, at the offices of the Bayside City Council, 76 Royal Avenue, Sandringham, Victoria 3191.

STUART MENZIES

Director

State Planning Services

Department of Environment, Land, Water and Planning

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**Planning and Environment Act 1987**

**BOROONDARA PLANNING SCHEME**

Notice of Approval of Amendment

Amendment C314boro

The Minister for Planning has approved Amendment C314boro to the Boroondara Planning Scheme.

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

The Amendment deletes the Development Plan Overlay – Schedule 2 (DPO2) from Lot 2 PS806588T, known as 43 Riversdale Road, Hawthorn.

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours, at the offices of the Boroondara City Council, Planning Counter, Level 1, 8 Inglesby Road, Camberwell.

JANE HOMEWOOD

Executive Director

Statutory Planning Services

Department of Environment, Land, Water and Planning

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**Planning and Environment Act 1987**

## CASEY PLANNING SCHEME

## Notice of Approval of Amendment

## Amendment C235case

The Minister for Planning has approved Amendment C235case to the Casey Planning Scheme.

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

The Amendment rezones the northern part of the land at 800 Berwick–Cranbourne Road, Clyde North (Lot 2, PS730842C) from the Urban Growth Zone – Schedule 3 (UGZ3) to the Urban Floodway Zone (UFZ), and the southern part of the land from the UFZ to the UGZ3, and adjusts the boundaries of the Land Subject to Inundation Overlay by removing the overlay from land below the 1-in-100 year flood level.

The Minister has granted the following permit(s) under Division Five Part Four of the Act:

Permit No.	Description of land
PlnA01047/15	Staged Multi Lot Subdivision and Creation of Restrictions

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours, at the offices of the City of Casey, Bunjil Place, 2 Patrick Northeast Drive, Narre Warren.

STUART MENZIES

Director

State Planning Services

Department of Environment, Land, Water and Planning

**Planning and Environment Act 1987**

## KINGSTON PLANNING SCHEME

## Notice of Approval of Amendment

## Amendment C149king

The Minister for Planning has approved Amendment C149king to the Kingston Planning Scheme.

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

The Amendment corrects various anomalies identified in the adopted Kingston Planning Scheme Review 2012 including mapping errors, redundant overlay provisions, land affected by multiple zones and land where the zone is inconsistent with its use and ownership.

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours, at the offices of the Kingston City Council, 1230 Nepean Highway, Cheltenham.

STUART MENZIES

Director

State Planning Services

Department of Environment, Land, Water and Planning

**Planning and Environment Act 1987**  
**MAROONDAH PLANNING SCHEME**  
Notice of Approval of Amendment  
Amendment C132maro

The Minister for Planning has approved Amendment C132maro to the Maroondah Planning Scheme.

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

The Amendment rezones land within the Ruskin Park area bounded by Hull Road, Ruskin Avenue, Mount Dandenong Road and the Maroondah municipal boundary from the General Residential Zone Schedule 1 to the Neighbourhood Residential Zone Schedule 6.

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours, at the offices of the Maroondah City Council, City Offices Service Centre, Braeside Avenue, Ringwood.

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

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**Planning and Environment Act 1987**  
**MORELAND PLANNING SCHEME**  
Notice of Approval of Amendment  
Amendment C177more

The Minister for Planning has approved Amendment C177more to the Moreland Planning Scheme.

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

The Amendment rezones three parcels of land at 3 Alister Street, Brunswick Street, from the Special Use Zone – Schedule 3 (SUZ3) to the Public Park and Recreation Zone (PPRZ).

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours, at the offices of the Moreland City Council, 90 Bell Street, Coburg.

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

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**Planning and Environment Act 1987**  
**PORT PHILLIP PLANNING SCHEME**  
Amendment c170port

Notice of Approval of Amendment

The Minister for Planning has approved Amendment C170port to the Port Phillip Planning Scheme.

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

The Amendment alters the planning scheme maps and the Schedule to the Heritage Overlay so that the Port Phillip Planning Scheme is consistent with the Victorian Heritage Register.

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours at the City of Port Phillip, 99A Carlisle Street, St Kilda 3182.

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

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**Planning and Environment Act 1987**  
**SURF COAST PLANNING SCHEME**  
Notice of Approval of Amendment  
Amendment C129surf

The Minister for Planning has approved Amendment C129surf to the Surf Coast Planning Scheme.

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

The Amendment:

- introduces a new Clause 21.16 *Anglesea Northern Hinterland*
- modifies the schedule to Clause 72.08 to include the *Anglesea Futures Land Use Framework 2018* as a background document
- rezones 6,510 hectares of land north of Anglesea from Special Use Zone 1 to Public Conservation and Resource Zone and removes the Vegetation Protection Overlay Schedule 1 from the land; and
- rezones eight Crown land parcels from Special Use Zone 1 to Public Use Zone 1 (Service and Utility), Public Use Zone 6 (Local Government) or Public Use Zone 7 (Other Public Use).

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours, at the offices of the Surf Coast Shire, 1 Merrijig Drive, Torquay.

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

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**Planning and Environment Act 1987**  
WHITTLESEA PLANNING SCHEME  
Notice of Approval of Amendment  
Amendment C232wsea

The Minister for Planning has approved Amendment C232wsea to the Whittlesea Planning Scheme.

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

The Amendment amends the schedule to Clause 45.12 (Specific Controls Overlay) to insert the *Childs Road (Midway Crescent to Prince of Wales Avenue) Upgrade Project Incorporated Document, February 2019*, amends the Schedule to Clause 72.03 (What does this Scheme consist of?) and amends the Schedule to Clause 72.04 (Documents incorporated in this planning scheme) of the Whittlesea Planning Scheme.

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours, at the offices of the Whittlesea City Council, 25 Ferres Boulevard, South Morang, Victoria 3752.

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

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**Planning and Environment Act 1987**  
YARRA RANGES PLANNING SCHEME  
Amendment c184yran

Notice of Approval of Amendment

The Minister for Planning has approved Amendment C184yran to the Yarra Ranges Planning Scheme.

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

The Amendment alters the planning scheme maps and the Schedule to the Heritage Overlay so that the Yarra Ranges Planning Scheme is consistent with the Victorian Heritage Register.

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](http://www.planning.vic.gov.au/public-inspection) and free of charge, during office hours at the Yarra Ranges Shire offices, 15 Anderson Street, Lilydale 3140.

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

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**Planning and Environment Act 1987**

ALPINE PLANNING SCHEME  
TOWONG PLANNING SCHEME  
INDIGO PLANNING SCHEME

Notice of Lapsing of Amendment

Amendment GC85

The Alpine Shire Council, as lead council, has resolved to abandon Amendment GC85 to the Alpine, Towong and Indigo Planning Schemes.

The Amendment GC85 proposed to introduce a local policy to consider and manage amenity impacts associated with groundwater extraction.

The Amendment GC85 lapsed on 7 August 2018.

STUART MENZIES

Director

State Planning Services

Department of Environment, Land, Water and Planning

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## ORDERS IN COUNCIL

### Crown Land (Reserves) Act 1978

#### INCORPORATION OF COMMITTEES OF MANAGEMENT

##### Order in Council

The Governor in Council, under section 14A(1) of the **Crown Land (Reserves) Act 1978**, being satisfied that it is in the public interest to declare to be corporations the committees of management appointed under section 14(2) of the Act of the lands described in Column 2 hereunder:

- (a) declares that the committees of management shall be corporations;
- (b) assigns the name shown in Column 1 to the corporation.

#### Schedule G7/2019

Column 1 Corporate name	Column 2 Crown Reserves currently managed by Committees
Rowsley War Memorial Hall and Recreation Reserve Committee Incorporated	The Crown land in the Township of Rowsley, Parish of Gorrockburkghap temporarily reserved as a site for a Public Hall and for Public Recreation by Order in Council of 12 November, 1957 (vide Government Gazette on 20 November, 1957 page – 3657). File Ref: Rs 1826, 0701797.
Mandurang South Recreation Reserve Committee Incorporated	Crown Allotments 1, 3, 4, 5, 6, 7, and 8, Section 4, Township of Mandurang, Parish of Mandurang temporarily reserved for Public Recreation by Order in Council of 21 August, 1928 (vide Government Gazette on 29 August, 1928 page – 2361) and Crown Allotments 1, 1A, 2, 3, 4, 5, 6, 7, 8, and 10, Section 1 and Crown Allotment 9, Section 4, Township of Mandurang, Parish of Mandurang temporarily reserved for Public Recreation by Order in Council of 8 November, 2005 (vide Government Gazette on 10 November, 2005 page – 2560). File Ref: Rs 3734, 06COM6634.
Tarnagulla Community Centre Committee Incorporated	Crown Allotment 2020, Township of Tarnagulla, Parish of Tarnagulla temporarily reserved as a site for Public purposes (Community Centre) by Order in Council of 16 October, 2018 (vide Government Gazette on 18 October, 2018 page – 2359). File Ref: 20COM24643, 0606736.

This Legislative Instrument is effective from the date on which it is published in the Government Gazette.

Dated 13 August 2019

Responsible Minister

HON LILY D'AMBROSIO MP

Minister for Energy, Environment and Climate Change

PIETA TAVROU  
Clerk of the Executive Council

**Crown Land (Reserves) Act 1978**

## NOTICE OF INTENTION TO REVOKE TEMPORARY RESERVATIONS

## Order in Council

The Governor in Council under section 10 of the **Crown Land (Reserves) Act 1978** gives notice of intention to revoke the following temporary reservations:

BRIDGEWATER – The temporary reservation by Order in Council of 12 November, 1888 of an area of 3.89 hectares, more or less, of land in the Township of Bridgewater, Parish of Bridgewater as a site for Public Recreation (formerly described as Crown Allotment 3, Section 18, Township of Bridgewater) and temporarily reserved for the additional purpose of Public Park by Order in Council of 6 August, 1889. – (0606596)

ECHUCA – The temporary reservation by Order in Council of 25 November, 1879 of an area of 2.43 hectares, more or less, of land in the Township of Echuca, Parish of Echuca North as a site for Cricket and other purposes of Public Recreation, described as Crown Allotment 2, Section O, Township of Echuca. – (0613570)

FRANKSTON – The temporary reservation by Order in Council of 16 April, 1962 of an area of 76.78 hectares, more or less, of land in the Parish of Frankston as a site for the purposes of the Vermin and Noxious Weeds Destruction Board (now described as Crown Allotment 2085) revoked as to part by various Orders in Council, so far as the balance remaining containing 7.62 hectares, more or less. – (Rs 8127)

This Legislative Instrument is effective from the date on which it is published in the Government Gazette.

Dated 13 August 2019

Responsible Minister

HON LILY D'AMBROSIO MP

Minister for Energy, Environment and Climate Change

PIETA TAVROU

Clerk of the Executive Council

**Crown Land (Reserves) Act 1978**

## REVOCATION OF TEMPORARY RESERVATIONS

## Order in Council

The Governor in Council under section 10 of the **Crown Land (Reserves) Act 1978** revokes the following temporary reservations:

BENDIGO – The temporary reservation by Order in Council of 30 August, 1966 of an area of 5.215 hectares of land now described as Crown Allotment 54J, Section I, At Bendigo, Parish of Sandhurst as a site for public purposes (for the use of the Mental Health Authority). – (Rs 6466)

ECHUCA – The temporary reservation by Order in Council of 29 March, 1949 of an area of 97.934 hectares, more or less, of land in the Township of Echuca, Parish of Echuca North as a site for Public Park and Public Recreation (now described as Crown Allotment 7B, Section 1), and temporarily reserved for the additional purpose of Tourist Camping by Order in Council of 14 June, 1949 **so far only as** the portion containing 5.930 hectares, more or less, being Crown Allotment 2097, Township of Echuca, Parish of Echuca North as shown on Original Plan No. OP124725 lodged in the Central Plan Office. – (Rs 1456)

ECHUCA – The temporary reservation by Order in Council of 17 August, 1885 of an area of 4.224 hectares, more or less, of land in the Township of Echuca, Parish of Wharparilla as a site for an Ornamental Plantation and for General Recreation (now described as Crown Allotments 3 and 4, Section B and 18, Section K), **so far only as** the portion containing 785 square metres, more or less, being Crown Allotment 2108, Township of Echuca, Parish of Wharparilla as shown on Original Plan

No. OP124727; the portion containing 226 square metres, being Crown Allotment 2109, Township of Echuca, Parish of Wharparilla as shown on Original Plan No. OP124728; the portion containing 9919 square metres, more or less, being Crown Allotment 2103, Township of Echuca, Parish of Wharparilla as shown on Original Plan No. OP124729; All plans lodged in the Central Plan Office. – (Rs 2130)

ECHUCA – The temporary reservation by Order in Council of 11 November, 1913 of an area of 2.023 hectares of land in the Township of Echuca, Parish of Echuca North (formerly Borough of Echuca) as a site for a High School (now described as Crown Allotment 6C, Section 1), **so far only as** the portion containing 1.025 hectares, being Crown Allotment 2094, Township of Echuca, Parish of Echuca North as shown on Original Plan No. OP124726 lodged in the Central Plan Office. – (Rs 1455)

ECHUCA – The temporary reservation by Order in Council of 7 March, 1933 of an area of 43 square metres of land in the Township of Echuca, Parish of Echuca North (formerly Borough of Echuca) as a site for High School (described as Crown Allotment 6E, Section 1). – (Rs 1455)

ECHUCA – The temporary reservation by Order in Council of 18 March, 1952 of an area of 2.58 hectares, more or less, of land in the Township of Echuca, Parish of Echuca North as a site for High School purposes (now described as Crown Allotment 6F, Section 1), **so far only as** the portion containing 1204 square metres, being Crown Allotment 2095, Township of Echuca, Parish of Echuca North as shown on Original Plan No. OP124726 lodged in the Central Plan Office. – (Rs 1455)

ECHUCA – The temporary reservation by Order in Council of 12 July, 1960 of an area of 911 square metres, more or less, of land in the Township of Echuca, Parish of Echuca North as a site for State School purposes (now described as Crown Allotment 6D, Section 1), **so far only as** the portion containing 605 square metres, being Crown Allotment 2096, Township of Echuca, Parish of Echuca North as shown on Original Plan No. OP124726 lodged in the Central Plan Office. – (Rs 1455)

This Legislative Instrument is effective from the date on which it is published in the Government Gazette.

Dated 13 August 2019

Responsible Minister

HON LILY D'AMBROSIO MP

Minister for Energy, Environment and Climate Change

PIETA TAVROU  
Clerk of the Executive Council

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### **Crown Land (Reserves) Act 1978**

#### TEMPORARY RESERVATION OF CROWN LANDS

##### Order in Council

The Governor in Council under section 4(1) of the **Crown Land (Reserves) Act 1978** temporarily reserves the following Crown lands which are required for the purposes mentioned:

##### MUNICIPAL DISTRICT OF THE CITY OF BALLARAT

BALLARAT – Public purposes; area 4816 square metres, being Crown Allotment 2088, Township of Ballarat East, Parish of Ballarat as shown on Original Plan No. OP123852 lodged in the Central Plan Office. – (2024593)

##### MUNICIPAL DISTRICT OF THE MELBOURNE CITY COUNCIL

MELBOURNE – Public Park; area 801 square metres, being Crown Allotment 2037, City of Melbourne, At West Melbourne, Parish of Melbourne North as shown on Original Plan No. OP124645 lodged in the Central Plan Office. – (2019669)

MELBOURNE – Public Park; being Crown Allotments 2042 (area 1223 square metres), 2043 (area 55.5 square metres), 2044 (area 459 square metres), 2046 (area 201 square metres), 2047 (area 1351 square metres) & 2048 (area 146 square metres), City of Melbourne, At West Melbourne, Parish of Melbourne North as shown on Original Plan No. OP124679 lodged in the Central Plan Office. – (2024670)

This Legislative Instrument is effective from the date on which it is published in the Government Gazette.

Dated 13 August 2019

Responsible Minister

HON LILY D'AMBROSIO MP

Minister for Energy, Environment and Climate Change

PIETA TAVROU  
Clerk of the Executive Council

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**Land Act 1958**

**CLOSURE OF UNUSED ROADS**

**Order in Council**

The Governor in Council under section 349 of the **Land Act 1958** and with the concurrence in writing of the municipalities in which the roads are situated and the owner/s of any land adjoining the roads closes the following unused roads:

**MUNICIPAL DISTRICT OF THE GREATER DANDENONG CITY COUNCIL**

EUMEMMERRING – The road in the Parish of Eumemmerring being Crown Allotment 2065 as shown on Original Plan No. OP124436 lodged in the Central Plan Office. – (12L12-2137)

**MUNICIPAL DISTRICT OF THE BALLARAT CITY COUNCIL**

BUNINYONG – The road in the Parish of Buninyong being Crown Allotment 2013 as shown on Original Plan No. OP124941 lodged in the Central Plan Office. – (2012114)

This Legislative Instrument is effective from the date on which it is published in the Government Gazette.

Dated 13 August 2019

Responsible Minister

HON LILY D'AMBROSIO MP

Minister for Energy, Environment and Climate Change

PIETA TAVROU  
Clerk of the Executive Council

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**Education and Training Reform Act 2006**

INCREASE IN REMUNERATION FOR ADULT, COMMUNITY AND FURTHER EDUCATION  
BOARD MEMBERS AND CHAIRPERSON

Order in Council

The Governor in Council, under Schedule 2, clause 3 of the **Education and Training Reform Act 2006**, and in relation to the Adult, Community and Further Education Board:

1. Fixes remuneration for the Chairperson at \$41,525 per annum; and
2. Fixes remuneration for eligible members at \$439 per day.

Dated 13 August 2019

Responsible Minister:

THE HON GAYLE TIERNEY MP

Minister for Training and Skills

Minister for Higher Education

PIETA TAVROU  
Clerk of the Executive Council

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**Planning and Environment Act 1987**

EXTENSION TO THE PERIOD OF DECLARATION OF  
MACEDON RANGES AS A DISTINCTIVE AREA AND LANDSCAPE

Order in Council

The Governor in Council under section 46AT(3) of the **Planning and Environment Act 1987** extends the period of declaration of the Macedon Ranges as a distinctive area and landscape to 16 December 2019 for the preparation, endorsement and approval of the Macedon Ranges Statement of Planning Policy.

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

Dated 13 August 2019

Responsible Minister:

THE HON RICHARD WYNNE MP

Minister for Planning

PIETA TAVROU  
Clerk of the Executive Council

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