

[DTP amendment documentation templates are periodically updated and it is advisable to download a 'fresh' template from: [Amendment templates.](#)]

[For further examples of rural and regional council explanatory reports and instructions sheets, see the following PSA documents examples:]

- C21hind Hindmarsh Heritage Assessment Study
- C85hors Review of Horsham Heritage Study
- C245ball Lintel Grange Homestead Complex

[The following example is based on the November 2025 version explanatory report template]

*Planning and Environment Act 1987*

## **Emerald Planning Scheme**

### **Amendment Cxxemrd**

## **Explanatory Report**

### **Overview**

[In this section you should:

- Provide a short overview of the amendment, including the title of the review study, including: name, author, month and year.
- Over five to ten lines identify the key changes to the planning scheme

For example:

The amendment implements the recommendations of the *Emerald Shire Heritage Review Study* (Emerald Heritage Consultants, April 2026) by applying the Heritage Overlay (HO) to five individual heritage places, one heritage precinct and one serial listing, amending existing heritage controls for 30 individual places and one precinct, removing one individual heritage place from the Heritage Overlay, updating the Municipal Planning Strategy and inserting new local heritage policy under Clause 15.03-1L of the Emerald Planning Scheme.]

### **Where you may inspect this amendment**

The amendment can be inspected free of charge at:

- [insert planning authority name] website at [insert planning authority's website]

And/or

The amendment is available for public inspection, free of charge, during office hours at the following places:

- [insert planning authority's details]

The amendment can also be inspected free of charge at the Department of Transport and Planning website at [planning.vic.gov.au/public-inspection](https://planning.vic.gov.au/public-inspection) or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

## Submissions

[Include for exhibited amendments and remove at adoption]

Any person may make a submission to the planning authority about the amendment. Submissions about the amendment must be received by [insert submissions due date].

A submission must be sent to: [insert planning authority's address].

## Panel hearing dates

[Include for exhibited amendments and remove at adoption]

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: [insert directions hearing date]
- Panel hearing: [insert panel hearing date]

## Details of the amendment

### Who is the planning authority?

This amendment has been prepared by the [insert name of planning authority], which is the planning authority for this amendment.

The amendment has been made at the request of [insert who requested the amendment].

### Land affected by the amendment

[In this section you should:

- Confirm the number of places affected by the amendment.
- Attach a mapping reference table if large number of maps are being inserted, amended or deleted, see example Appendix 1
- Include a locality map, study area map or an aerial of an individual place or precinct showing the proposed application of the Heritage Overlay and other relevant contributory features of the listing (annotated if possible).
- For a group, thematic or serial listing, include all contributory features of the listing in an annotated map or aerial].

### What the amendment does

[In this section you should:

- Include the full title of the heritage review study to be implemented.
- List the proposed changes to the planning scheme using correct terms, as set out in the **'Use of standard terms for the Explanatory Report and Application Forms'** document, grouping changes under relevant sub-headings, such as 'apply', 'amend', 'delete', 'insert'.

For example:

The amendment implements the recommendations of the *Emerald Shire Heritage Review Study* (Emerald Heritage Consultants, April 2026).

Specifically, the amendment:

## Overlay Maps

- Amends Planning Scheme Maps 9HO, 10HO, 16HO, 17HO, 22HO and 33HO and inserts new Planning Scheme Map 21HO to:
  - a. Apply the HO to five new individual places:
    - [list HO number, place name, address for each place]
  - b. Apply the HO to one new precinct:
    - [list HO number, precinct name]
  - c. Apply the HO to one new serial listing:
    - [list HO number, place name]
  - d. Amend the extent of the HO for HO33 Emerald Ridge Town Centre Precinct to remove non-contributory properties and increase the curtilage of contributory places.
  - e. Amend the mapping of the HO for individual places:
    - [list HO number, place name, address and reason for change, for each place]

## Planning Scheme Ordinance

- Amends the Municipal Planning Strategy at Clause 02.03-5 (Built environment and heritage) to include strategic directions for the protection of sites of heritage significance.
- Amends the Planning Policy Framework to insert new local heritage policy at Clause 15.03-1L (Heritage Conservation – Emerald).
- Amends the Schedule to Clause 43.01 (Heritage Overlay) to:
  - insert five new individual heritage places (HO44 to HO48)
  - insert one new heritage precinct (HO49)
  - delete one heritage place (HO3)
  - insert one new serial listing (HO34)
  - correct the names and addresses of several heritage places
  - insert statements of significance for each heritage place and precinct
  - apply, update or delete specific controls
  - include application requirements
- Amends the Schedule to Clause 72.04 (Incorporated documents) to include the following statements of significance as incorporated documents:
  - [list the statements of significance]
- Amends the Schedule to Clause 72.08 (Background documents) to include the *Emerald Shire Heritage Review Study* (Emerald Heritage Consultants, April 2026) and *Emerald Heritage Guidelines* (Emerald Shire Council, April 2026) as background documents.]

## Strategic assessment of the amendment

### Why is the amendment required?

[In this section you should:

- Refer to [PPN46:Strategic Assessment Guidelines](#)
- Briefly summarise the reason for the heritage study, the key findings of the study and introduce the reason for the amendment.
- Discuss the intended outcome and / or improvements to the planning scheme.
- Discuss the benefit of the amendment and any improvements to planning processes and protection of local heritage places].

### How does the amendment implement the objectives of planning in Victoria?

[In this section you should list the objectives of planning in Victoria (sections 4(1) and 12(1)(a) of the Act that the amendment implements and conclude with a sentence identifying how the amendment achieves these objectives].

### How does the amendment address any environmental, social and economic effects?

[In this section you should explain why protecting cultural heritage values will have positive environmental, economic, amenity and social effects in your municipality.

For example:

The amendment will have positive environmental effects through the conservation of heritage places and promotion of sustainable development.

The amendment is expected to have positive economic effects by improving statutory planning processes and streamlined decision making. The identification and protection of heritage streetscapes and places will also support tourism in the region, further contributing to positive economic effects.

The amendment will have positive social effects by protecting and enhancing the municipality's cultural heritage for future generations. The amendment also contributes to improving community awareness about the importance and value of heritage places].

### Does the amendment address climate change?

[In this section you should explain how the amendment considers climate change in accordance with *Ministerial Direction 22 - Climate Change Consideration* under Section 12A of the Act.

For instance, if the amendment allows prohibited uses for heritage places that enable a new use and development of land that may be exposed to a natural hazard that arises from, or is likely to arise from, the impacts of climate change, a discussion about how the amendment meets the requirements of Ministerial Direction 22].

## Does the amendment address relevant bushfire risk?

[In this section you should:

- Follow the standard wording in the explanatory report template if the amendment will not result in changes that will increase the risk to life, property, infrastructure, or the natural environment from bushfire. *"The Amendment meets bushfire policy in Clause 13.02 of the Planning Scheme because..."*]
- If the amendment allows prohibited uses for heritage places that enable a new use and development of land that will increase the risk to life, property, infrastructure, or the natural environment from bushfire, an explanation of how the amendment has complied with bushfire policy at Clause 13.02 is required.]

## Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?

[In this section you should:

- Explain how the amendment complies with VC300 Ministerial Direction Section 7(5) Form and Content, Ministerial Direction No. 11 and any other relevant Ministerial Directions. See: Ministerial directions.
- Follow the standard wording in the explanatory report template to confirm that "The amendment complies with Ministerial Direction No. 11 (Strategic Assessment of Amendments) under section 12 of the Planning and Environment Act 1987. The amendment is consistent with this direction which ensures a comprehensive strategic evaluation of a planning scheme amendment and the outcomes it produces..."

## How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

[In this section you should:

- Explain how the amendment supports or gives effect to Clause 15.03-1S (Heritage conservation) and any other relevant objectives and strategies in the PPF.
- Explain how the amendment implements or strengthens local policy to support council to manage and protect heritage assets.

For example:

The amendment supports the objectives of Clause 15.03-1S (Heritage conservation) to ensure the conservation and protection of places of heritage significance across the Emerald Shire.

It achieves the strategies of Clause 15.03-1S by amending the schedule to the Heritage Overlay at Clause 43.01 and associated mapping for 35 individual places and one precinct area. It also applies the Heritage Overlay to protect a further seven individual heritage places, one precinct and one serial listing of local significance.

These places and precincts are supported by statements of significance that clearly define the contributory elements that comprise the heritage significance of the places]

## **Is the amendment consistent with the delivery of the relevant housing target set out in the Planning Policy Framework?**

[In this section you should explain:

- If the amendment has been prepared to support settlement planning, such as township structure planning and identify the link with this strategic work.
- The likely impact of the amendment on housing capacity in urban areas.]

## **How does the amendment support or implement the Municipal Planning Strategy?**

[In this section you should:

- Explain how the amendment seeks to implement or support strategic directions relating to heritage in the MPS.
- If new heritage directions are introduced as part of this amendment, explain how the directions support the Vision for the municipality.]

## **Does the amendment make proper use of the Victoria Planning Provisions?**

[In this section you should:

- Explain how the Heritage Overlay is the most appropriate VPP tool to identify and protect places with heritage significance.
- Explain how statements of significance are consistent with the format of 'What is significant?', 'How is it significant?' and 'Why is it significant?' as outlined in *PPN01* and provide certainty and clarity to support decision making.]

## **How does the amendment address the views of any relevant agency?**

[In this section you should:

- Insert a summary of the views of the relevant agencies and how were they addressed as part of the preparation of the heritage review study, eg. through stakeholder engagement.
- For exhibition stage, confirm which agencies were consulted prior to exhibition and if appropriate their preliminary views.
- For approval stage, confirm how the views of these agencies addressed after exhibition.]

## **Does the amendment address relevant requirements of the Transport Integration Act 2010?**

[If the amendment does not impact the transport system, you can use the following standard text, or similar:

"The amendment does not have any significant impact on the transport system, as defined by the *Transport Integration Act 2010*."

For example:

The amendment makes changes to heritage controls applying to places of cultural heritage significance and is not expected to have any impact upon the objectives, strategies and decision-making principles of the *Transport Integration Act 2010*.]

## **How does the amendment have regard to the principles set out in the Yarra River Protection (Wilip-gin Birrarung murrong) Act 2017 in relation to Yarra River land and other land, the use or development of which may affect Yarra River land?**

[If the amendment does not impact Yarra River land, you can use the following standard text, or similar:

The land subject to this amendment is not within the area declared under the *Yarra River Protection (Wilip-gin Birrarung murrong) Act 2017* and does not have an effect on Yarra River land.

If the amendment does impact Yarra River Land refer to the explanatory report example for further instruction on documenting how the amendment has given regard to the principles set out in the *Yarra River Protection (Wilip-gin Birrarung murrong) Act 2017*.]

## **Resource and administrative costs**

### **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

[In this section you should:

- Explain the cost (eg, resourcing, administration) and implications to accommodate any additional planning permit applications that are triggered by this amendment.
- Explain any initiatives your council may have in place to support the management and protection of heritage places, such as Heritage Overlay permit exemptions, or a heritage advisory service.

For example:

The amendment updates planning provisions for existing heritage place and includes one new precinct, one serial listing and seven new individual places in the Heritage Overlay. This change may result in a minor increase in the number of planning permit applications received by the responsible authority, but it is not expected to place too great a burden on council resources.]

[This section includes an example mapping table that shows how land is affected by the amendment and identifies changes to the schedule to the Heritage Overlay or planning scheme maps].

## Attachment 1 – Mapping reference table

HO	Place name	Land/Area Affected	Change to Schedule to Clause 43.01 Heritage Overlay	Change to HO Map
HO1	[Insert place name]	[Insert land / area affected]	[Insert summary of planning control changes]	[Insert summary of HO map change]
HO2	Emerald Hall	24 Reserve Road, Emerald	Updates place name and address. Updates 'External paint controls apply?' to 'Yes' and 'Solar energy system controls apply?' to 'No'.	Amends Map 33HO to correctly apply HO2 to the heritage place.
HO3	Emerald Post Office	65 Main Street, Emerald	Removes HO3 listing from the Schedule and includes as a contributory place in Emerald Town Centre Precinct HO33 in the Schedule.	Amends Map 33HO to delete HO3.
HO47	Emerald Homestead	130 Farmers Lane, Emerald	Includes the heritage place HO47 in the Schedule .  Applies 'Tree controls apply?' – 'Yes, Aleppo Pine (Pinus brutia)'; 'Solar energy system controls apply?' – 'Yes'; 'Outbuildings and fences not exempt under Clause 43.01-4' – 'Yes, stone boundary fence'.	Amends Map 17HO to apply HO47 to the heritage place.

HO	Place name	Land/Area Affected	Change to Schedule to Clause 43.01 Heritage Overlay	Change to HO Map
HO33	Emerald Ridge Town Centre Precinct	[Insert land / area affected]	<p>Updates 'Solar energy system controls apply?' to 'No'.</p> <p>Updates 'Tree controls apply?' to 'Yes, 'Moreton Bay Fig (Ficus macrophylla) in the Federal Street Median'.</p>	Amends Map 10HO to delete Non-contributory properties from HO33
HO34	Emerald Shire Council Grain Terminal Serial Listing	<p>Serial Listing of Grain Terminals at</p> <p>12 Station Street, Emerald Town</p> <p>and</p> <p>19 Barley Avenue, Emerald Ridge</p>	Includes the heritage place serial listing HO34 in the Schedule.	Amends Map 12HO and 11HO to apply HO to the serial listing.