



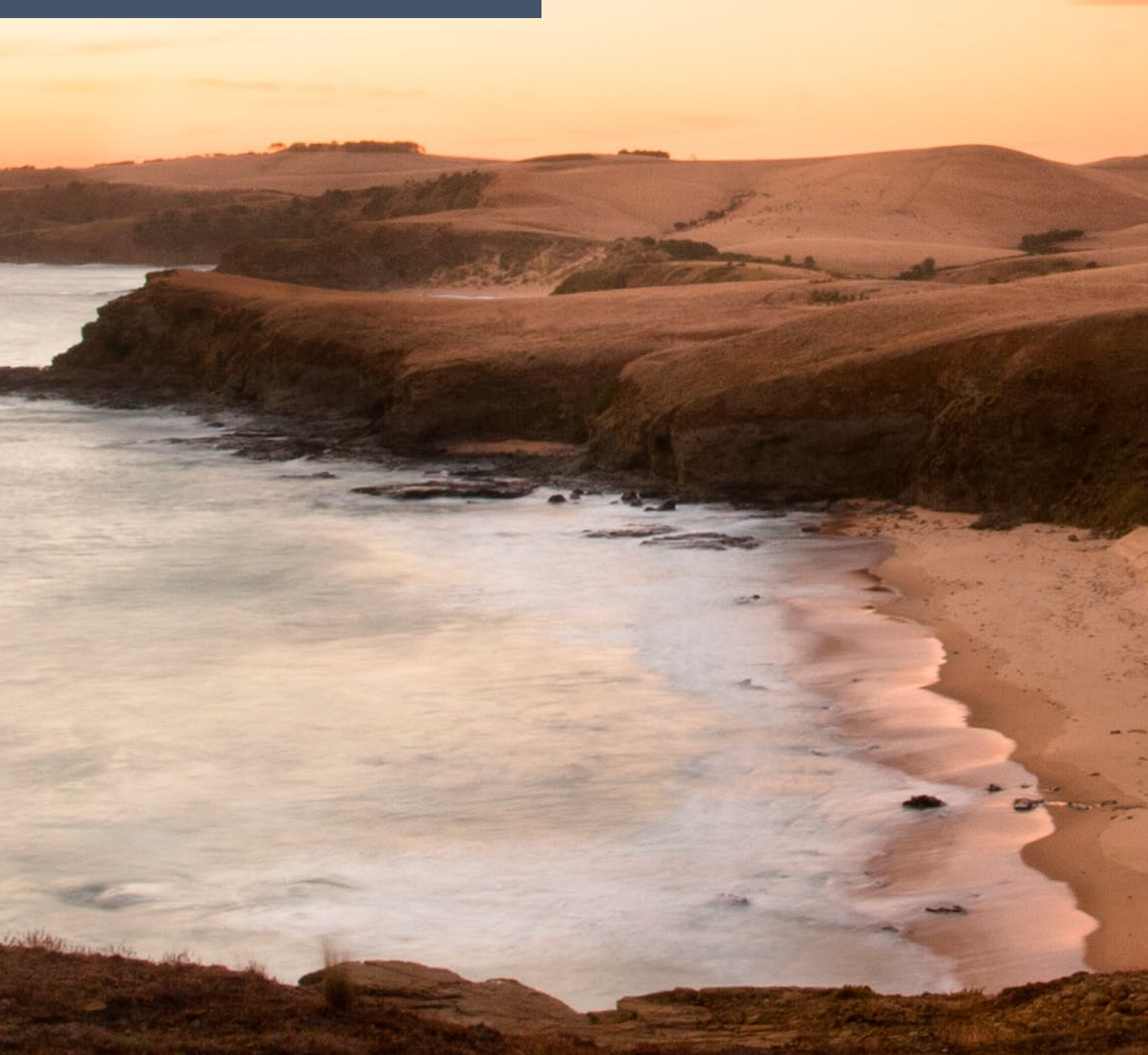
Council Meeting Agenda

Wednesday 10 December 2025

Council Chamber, Bass Coast Civic Centre

Baillieu Street East, Wonthaggi

Commencing at 1:00 pm



Community Vision 2045

From its flowing hills to its coastal woodlands and wild unspoiled coastlines, the Bass Coast is a source of celebration for all who live in and visit the region.

Our townships are vibrant, rich with culture and full of life, each with its own distinct character. Drawing on our creativity, innovation and resilience we've created a thriving and diverse economy that supports sustainable agriculture and industry.

We live proudly on Bunurong Country, and build on learnings from our First Peoples and their knowledge. We coexist in harmony with our environment, and are prepared for future challenges and changes.

We are the people of the Bass Coast. Experience our cultures and history, and contribute to our story.



Notice of Meeting

Notice is hereby given that the next **Council Meeting** of the Bass Coast Shire Council will be held at the Council Chamber Bass Coast Civic Centre Baillieu Street East, Wonthaggi on 10 December 2025 at **1:00 pm**

Date of Notice – 5 December 2025

Greg Box

CEO

Mobile Telephone Reminder

Please turn off all mobile telephones or in the case of an emergency, please advise the Chair and switch to silent mode.

Statement of Acknowledgement

We acknowledge the Bunurong as the Traditional Owners and Custodians of the lands and waters, and pay respect to their Elders past, present and emerging

Councillor Statement

All members of this Council pledge to the Bass Coast Shire community to consider every item listed on this agenda:

- Based on the individual merits of each item;
- Without bias or prejudice by maintaining an open mind; and
- Disregarding Councillors' personal interests so as to avoid any conflict with our public duty.

Any Councillor having a conflict of interest in an item will make a proper, prior disclosure to the meeting and will not participate in the debate or vote on the issue.

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I Present and Apologies

2 Declarations of Interest

3 Confirmation of Minutes

3.1 Council Meeting 19 November 2025

That the minutes of the Council Meeting held on 19 November 2025 be confirmed.

Mayor and Councillor Reports

4 Mayor and Councillor Reports

5 Public Question Time

Questions must be submitted in writing prior to the Meeting and questions and responses will be published in the minutes.

Please note:

Questions relating to an item in the agenda will be provided with the following response

- **Councillors will consider and debate all aspects and implications of this issue as part of Council's agenda.**

Governance Rules

Chapter 2 – Meeting Procedure for Council Meetings

Public Question Time

53. Public Question Time

53.1 Public question time must be held at each Council meeting fixed under Rule 9 to enable members of the public to submit questions to Council.

53.2 Sub-Rule 53.1.1 does not apply during any period when a meeting is closed to members of the public in accordance with section 66(2) of the Act.

53.3 Questions submitted to Council must:

53.3.1 be in writing, state the name, email and address of the person submitting the question and generally be in a form approved or permitted by Council. This Personal Information is held in accordance with the Privacy and Data Protection Act 2014 (Vic) Principles. The submitted question/s and your name will be entered into the Council Minutes, be available to the public when placed on Council's website: and

53.3.2 be lodged 48 hours prior to the Council meeting.

53.4 No person may submit more than two questions at any, one meeting. If a question has multiple parts to it, it is considered multiple questions. Any additional question will not be read out at the meeting or included in the minutes.

53.5 The person who submitted the question may be present in the Chamber at Public Question Time when the Chair will call their name. The submitter will have an opportunity to read out the previously submitted question or request the Chair read their question. The question and the response will then be included in the minutes.

53.5.1 The submitter may not raise any additional questions or alter the previously submitted question.

53.5.2 Speakers must abide by the direction of the Chair and in accordance with these Governance Rules.

- 53.5.3 If the person is not present, the question may be read out. The question and answer will be included in the meeting minutes. They will not be afforded another opportunity to read their question.
- 53.6 A question may be disallowed by the Chair if the Chair determines that it:
- 53.6.1 relates to a matter outside the duties, functions and powers of Council.
 - 53.6.2 is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance.
 - 53.6.3 deals with a subject matter already answered.
 - 53.6.4 is aimed at embarrassing a Councillor or a member of Council staff.
 - 53.6.5 relates to personnel matters.
 - 53.6.6 relates to the personal hardship of any resident or ratepayer.
 - 53.6.7 relates to confidential information as defined in Section 3 of the Act
 - 53.6.8 relates to matters affecting the security of Council property; or
 - 53.6.9 relates to any other matter which Council considers would prejudice Council or any person.
- 53.7 Any question which has been disallowed by the Chair will not be read at the meeting or published in the meeting minutes.
- 53.8 Any question which has been disallowed by the Chair must be made available to Councillors.
- 53.9 Where the Mayor or Chief Executive Officer does not accept a question, the submitter is to be informed of the reason or reasons for which their question was not accepted.
- 53.10 All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.
- 53.11 Questions must be limited to 50 words inclusive of any preamble and additional information.
- 53.12 Like questions may be grouped together and a single answer provided.
- 53.13 The Chair may nominate a Councillor or the Chief Executive Officer to respond to a question.
- 53.14 A Councillor or the Chief Executive Officer may require a question to be taken on notice. If a question is taken on notice, the answer may be provided in the minutes or a written copy of the answer will be provided to the submitter, where practicable.
- 53.15 A Councillor or the Chief Executive Officer may advise Council that it is their opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must briefly state the reason why the reply should be so given and,

unless Council resolves to the contrary, the reply to such question must be so given.

53.16 Question time will be for a maximum of 30 minutes unless extended by a Council resolution.

Notices of Motion

6 Notices of Motion

7 Petitions and Joint Letters

Reports Requiring Council Decision

8 Reports Requiring Council Decision

8.1 Planning Application DEVPLNAMD/DPO3-1 | 1531-1551 Bass Highway, Grantville | Amendment to Endorsed Development Plan 3

Division

Future Places

Council Plan Strategic Objective

Thriving Places

Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

Declaration

The author has no general or material interests in relation to this report.

Purpose of Report

For Council to consider a proposed amendment to the Development Plan endorsed under Clause 43.04 (Development Plan Overlay – Schedule 3 (DPO3) for the Mixed Use zoned land at 1531-1551 Bass Highway, Grantville.

Executive Summary

Application number:	DEVPLNAMD/DPO3-1
Applicant:	Leading Edge (Grantville) Pty Ltd C/- Perry Town Planning
Land/Address:	1531-1551 Bass Highway, Grantville
Ward:	Western Port Ward
Proposal:	Amendment to the Development Plan endorsed under Clause 43.04 (Development Plan Overlay – Schedule 3)
Zone:	Mixed Use Zone
Overlay:	Development Plan Overlay – Schedule 3
Aboriginal cultural heritage sensitivity	The subject site is located within an area of Identified Aboriginal Cultural Heritage Significance and is subject to the conditions set out in approved Cultural Heritage Management Plan 18017 prepared by Triskel Heritage and approved by the Bunurong Land Council Aboriginal Corporation on 25 October 2021.
Title:	Lot 2 on Plan of Subdivision 848902D, contained within Volume 12492 Folio 847.

	The land is encumbered by Section 173 Agreement AW893042L, registered on 02 June 2023. No other restrictions or easements apply to the land.
Number of submissions:	No objections or submissions were received.
Reason a Council decision is required:	Council's delegations require applications to endorse Development Plans to be determined by Council.
Officer recommendation:	Endorsement of the amended Development Plan.

Summary of Officer Recommendation

That Council resolve to endorse the amended Development Plan with minor amendments as outlined in the Officer Recommendation section of this report.

The proposal is recommended for support for the following reasons:

- The proposed amended Development Plan is considered to comply with the requirements of Schedule 3 to Clause 43.04.
- The proposed amended Development Plan is consistent with the relevant provisions of the Bass Coast Planning Scheme.
- The proposed amended Development Plan will facilitate the residential development of the land generally in accordance with the presently endorsed Development Plan and will also allow for the provision of suitable mixed uses on a larger 'super-lot.'

Background and Planning History

Schedule 3 to the Development Plan Overlay applies to all land shown in figure 1 below. Several different Development Plans have been endorsed for various parcels of land contained within the DPO3. Of relevance to this application is the Development Plan approved by Council on 17 February 2021 (also known as Development Plan 3 – Grantville Mixed Use Precinct South), as shown in figure 2 and located at Attachment One.



Figure 1 – Area situated within DPO3 shown in yellow; and subject land highlighted in red.

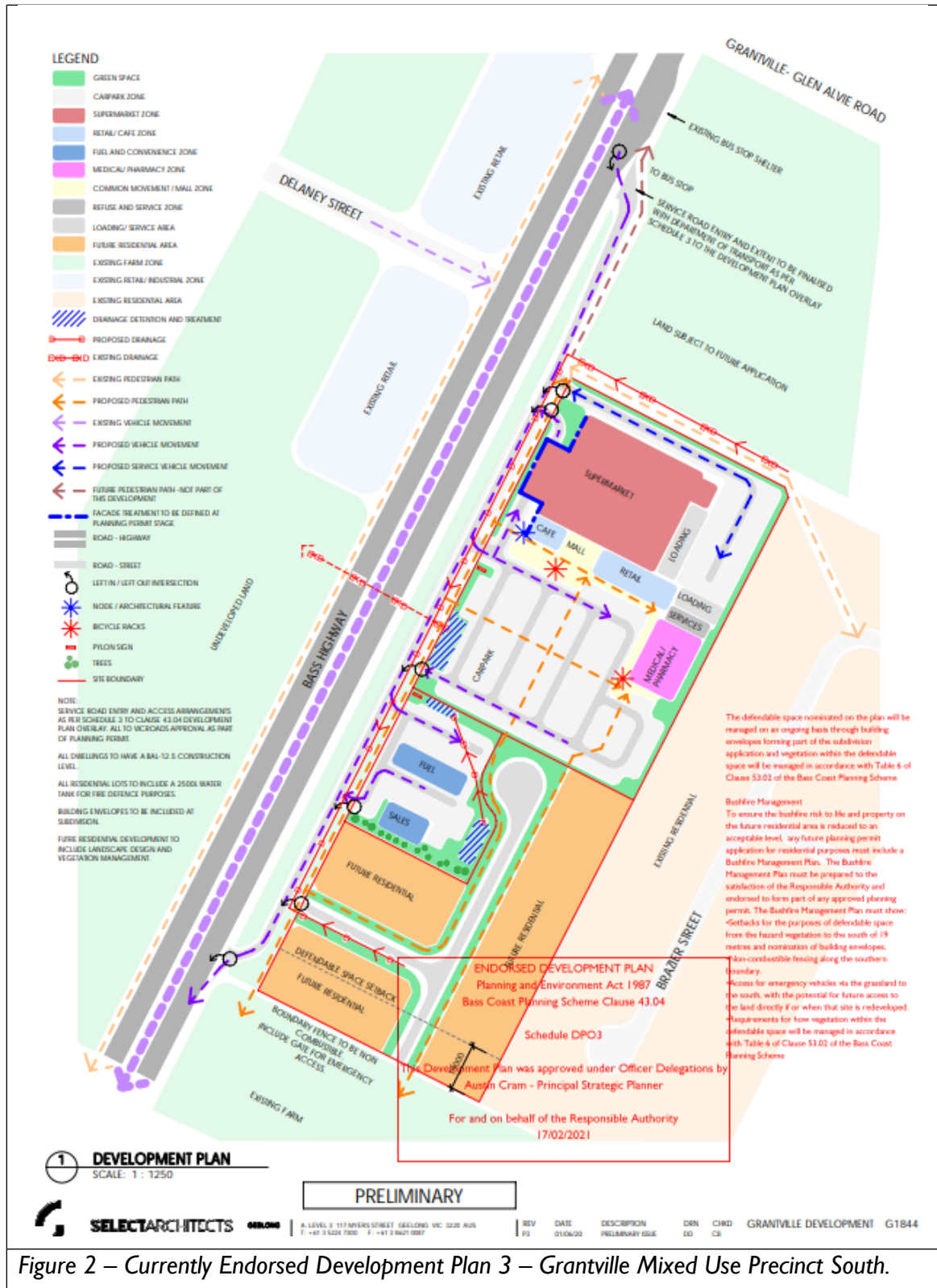


Figure 2 – Currently Endorsed Development Plan 3 – Grantville Mixed Use Precinct South.

The Proposal

This application proposes to amend the currently endorsed Development Plan applying to the Grantville Mixed Use Precinct South land, however, only seeks to make amendments to the plan as it relates to the layout and use of the land highlighted in red above in Figure 1. The proposed amended Development Plan is located at Attachment Two and shown in Figure 3 below.

The applicant is requesting amendments to the endorsed Development Plan in order to modify the layout of roads and pedestrian accessways, residential land allocation and the incorporation of a mixed use parcel to provide for either medium density development or another appropriate commercial development in accordance with the provisions of the Mixed Use Zone.

Of relevance to this application is concurrent Planning Application PDPLANPER-2025/000993, which seeks the subdivision of the land into 12 allotments and the alteration of access to a road in the Transport Zone 2. That application will assess the road, lot, and drainage layout with respect to the requirements of the Bass Coast Planning Scheme.

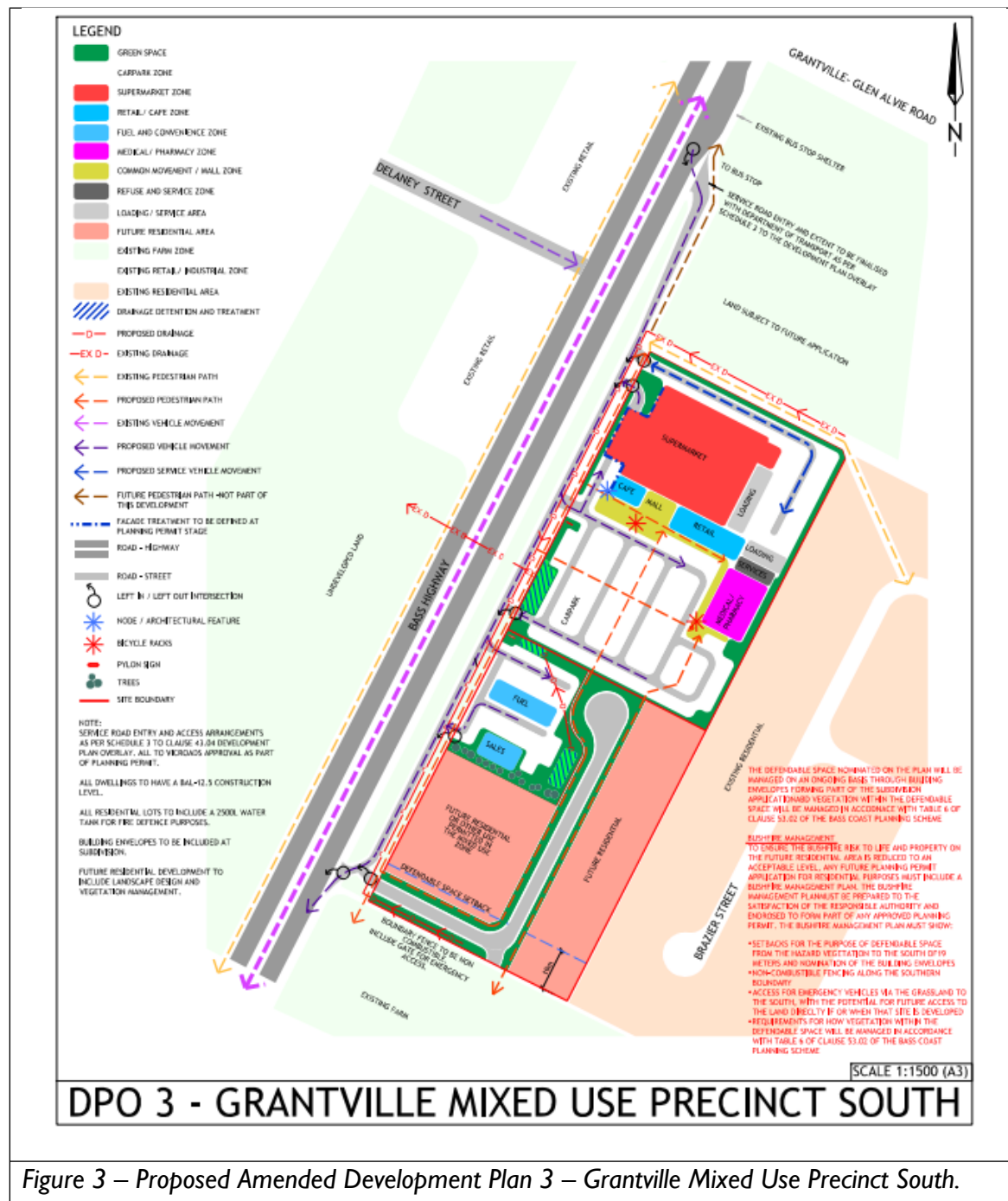


Figure 3 – Proposed Amended Development Plan 3 – Grantville Mixed Use Precinct South.

Subject Site and Surrounds

The site is located centrally within the Mixed Use Precinct of Grantville, on the eastern side of Bass Highway and to the south of Grantville-Glen Alvie Road. The site is the southern parcel of two adjoining allotments contained within the currently endorsed Development Plan for this area, which collectively has an exposure of over 280 metres to Bass Highway.

The land is currently vacant except for a small patch of native vegetation located in the south-western corner and has a total area of 1.06 hectares.

The land to the west and the south of the subject site is currently underdeveloped and will eventually undergo future growth for either residential or commercial purposes.

To the east of the subject site is land contained within the General Residential Zone, which is presently developed for residential purposes, whilst land to the west of the subject site across Bass Highway is zoned for either Commercial or Industrial purposes.

To the north of the subject site is land within the Mixed Use Zone subject to a separately approved Development Plan under Schedule 3 to the Development Plan Overlay, and it is noted that there are no changes within the proposal which seek to amend the interface with that land.

To the south of the subject site is a large parcel of land within the General Residential Zone set to be developed for residential purposes in the future.



Figure 4 – Aerial view of Subject Site and Surrounds (Council GIS February 2025)



Figure 5 – Aerial view of Subject Site (Council GIS February 2025)

Planning Controls

The following Planning Scheme Controls are applicable to the land:

Zone

Clause 32.04 – Mixed Use Zone (Schedule 1).

Overlays

Clause 43.04 – Development Plan Overlay (Schedule 3).

Particular Provisions

Clause 52.29 – Land Adjacent to the Principal Road Network.

Strategic Basis

Council Plan Strategic Objective:

Thriving Places - Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism, and industries are resilient. Unique characters are preserved.

Strategies / Policies:

Within the Bass Coast Planning Scheme, the Planning Policy Framework provides a range of state and local policies relevant to the proposal. These are discussed in the latter section of the report.

The relevant Planning Policy Framework Clauses are as follows:

VPP00 Purpose and Vision

Clause 02 – Municipal Planning Strategy

- Clause 02-01 Context
- Clause 02-02 Vision
- Clause 02-03 Strategic directions
- Clause 02.04 Strategic framework plan

VPP11 Settlement

Clause 11.01 - Victoria

- Clause 11-01-IS Settlement
- Clause 11-01-IR Settlement – Gippsland
- Clause 11-01-IL-01 Settlement
- Clause 11-01-IL-07 Grantville

Clause 11.02 - Managing Growth

- Clause 11.02-IS Supply of urban land
- Clause 11.02-2S Structure planning
- Clause 11.02-3S Sequencing of development

VPP 13 Environmental Risks and Amenity

Clause 13.02 Bushfire

- Clause 13.02-IS Bushfire planning
- Clause 13.02-IL Bushfire planning

Clause 13.03 Floodplains

- Clause 13.03-IS Floodplain management
- Clause 13.03-IL Floodplain management

VPP 15 Built Environment and Heritage

Clause 15.01 Built Environment

- Clause 15.01-3S Subdivision design
- Clause 15.01-3L Subdivision design
- Clause 15.01-4S Healthy neighbourhoods
- Clause 15.01-5S Neighbourhood character
- Clause 15.01-5L Neighbourhood character

Clause 15.03 Heritage

- Clause 15.03-2S Aboriginal cultural heritage

VPP 16 Housing

Clause 16.01 Residential Development

- Clause 16.01-1S Housing supply
- Clause 16.01-1L Housing supply
- Clause 16.01-2S Housing affordability

VPP 18 Transport

Clause 18.01 Integrated Transport

- Clause 18.01-1S Land use and transport planning
- Clause 18.01-2S Transport system
- Clause 18.01-2R Transport system - Gippsland
- Clause 18.01-3S Sustainable and safe transport
- Clause 18.01-3L Sustainable personal transport

Clause 18.02 Movement networks

- Clause 18.02-1S Walking
- Clause 18.02-2S Cycling
- Clause 18.02-4S Roads

VPP 19 Infrastructure

Clause 19.02 Community Infrastructure

- Clause 19.02-6S Open space
- Clause 19.02-6L Open space

Clause 19.03 Development Infrastructure

- Clause 19.03-2S Infrastructure design and provision
- Clause 19.03-2L Infrastructure design and provision
- Clause 19.03-3S Integrated water management
- Clause 19.03-3L Integrated water management

Public Consultation

The provisions of the *Planning and Environment Act 1987* and the Bass Coast Planning Scheme do not set out advertising requirements for the endorsement of a proposed Development Plan. However, if Council resolves to approve the proposed amended Development Plan, any future Planning Permit application which is generally in accordance with the amended Development Plan would be exempt from the normal notification and appeal processes.

This means that there is no opportunity for objectors to appeal to the merits of Councils' decision for future Planning Permit applications at the Tribunal. As such, it is important that in making a decision about the proposed amendment to the Development Plan, Council takes into account all relevant considerations, including community feedback. The amended Development Plan that is being considered through this report has undergone public consultation in October and November 2025. Landowners and occupiers of the existing allotments within the Development Plan area and beyond were advised in writing of the proposed amendment to the Development Plan.

Submissions

No submissions were received as a result of public consultation.

Referrals

The following table outlines the referral requirements of this application. Similar to notification, the provisions of the *Planning and Environment Act 1987* and the Bass Coast Planning Scheme do not include specific requirements regarding the referral of a proposed Development Plan. However, in the interest of Council informing itself of all the relevant considerations, the proposed Development Plan amendment was referred internally and externally as follows:

Referral Authority	Comments
External	
Country Fire Authority	Informal Notice. No objection.
Department of Transport (VicRoads)	Informal Notice. No objection.
Internal Council Departments	
Strategic Planning	Commentary / concerns raised with original proposal discussed below and addressed by the Applicant.

Strategic Planning Commentary

The initial proposition for an amended Development Plan attempted to remove the road access to the land to the south, and furthermore also sought to place the requirements for the management of defensible space on the land to the south, to be enforceable via an Agreement under Section 173 of the *Planning and Environment Act 1987*.

It was the position of both the Statutory and Strategic Planning teams that neither of these propositions were supportable given that they would both result in an outcome that was not considered to be orderly planning given the development potential of land to the south.

This position was made clear to the Applicant in writing, and an amended proposed Development Plan was provided which retained road access to the adjoining land to the south and furthermore contained all areas of defensible space within the bounds of the subject site.

Aboriginal Heritage Act 2006

The site is located within an area of identified cultural heritage sensitivity. Pursuant to Section 52 of the *Aboriginal Heritage Act 2006*, Council must not grant a statutory authorisation for an activity within an area of cultural heritage sensitivity unless a cultural heritage management plan is approved in respect to that activity or meets a relevant exemption.

The application is subject to the conditions set out in approved Cultural Heritage Management Plan 18017 prepared by Triskel Heritage and approved by the Bunurong Land Council Aboriginal Corporation on 25 October 2021.

Discussion

Planning Policy Framework Assessment

All Development Plans should be consistent with both Local and State Planning Policy. An assessment of the proposed amendment to the Development Plan is provided against the most relevant of these policies below.

- Clause 11.01-IS has the strategy to *ensure land that may be required for future urban expansion is not compromised*. The proposal is consistent with this strategy as it maintains and does not compromise the future development of the site for residential growth purposes.
- Clause 11.01-1L-01 has the strategy to *discourage urban growth beyond existing settlement boundaries of towns*. The proposal is consistent with this strategy as it proposes residential growth within the Mixed Use Zone, which forms part of Grantville's settlement area – as shown on the Grantville Strategic Framework Plan at Clause 11.01-1L-07.

- Clause 11.01-1L-01 has the strategy to *minimise the impact of use and development on significant environmental features within identified settlement boundaries*. The proposal is consistent with this strategy as it proposes residential growth on land that does not have significant environmental features – as identified by the overlays applying to the site.
- Clause 11.01-1L-14 has strategies which seek to *encourage the development of Grantville as an emerging district service centre, and to encourage residential development in the area generally south of Glen Alive Road and west of Acacia Road*. Likewise, Clause 15.01-3L has the strategy to *design residential subdivision estates to incorporate lot densities that are sympathetic to the surrounding context, township character and any environmental value or constraint*. The proposal is consistent with these strategies as it would promote residential growth in the form of 325 square metres to 2,200 square metre lots – offering a diversity of manageable and developable lot sizes – commensurate the character setting of Grantville.
- Clause 11.02-1S has strategies which seek to *balance the ongoing provision of land and supporting infrastructure to support sustainable urban development whilst also ensuring that sufficient land is available to meet forecast demand*. Likewise, Clause 11.02-3S has the strategy to *ensure that new land is released in areas of growth in a timely fashion to facilitate coordinated and cost-efficient provision of local and regional infrastructure*. The proposal is consistent with these strategies as it would plan for measured residential growth and provision of infrastructure.
- Clause 13.02-1 includes strategies which seek to prioritise the protection of life and property through the application of appropriate bushfire protection mechanisms to address identified bushfire risks. The amended Development Plan builds upon a history of earlier applications and establishes the framework within which a Planning Permit assessment can determine the appropriate protective measures for individual lots.
- Clause 15.01-3S has a strategy which seeks to create *compact neighbourhoods that have walkable distances between activities*. Likewise, Clauses 18.02-1S and 18.02-2S have the objective to facilitate an efficient and safe walking and bicycle network and increase the proportion of trips made by walking and cycling. The proposal is responsive to this in the amended street and path layout, which provides walkable environments despite having no unencumbered public open space. Similarly, the proposal accords with the strategies at Clause 15.01-3S, which seeks to reduce car dependency by allowing for (among other things) safe and attractive spaces and networks for walking and cycling, a layout which allows for easy movement and a convenient and safe road network.

- Clause 15.01-3L has the strategy to *maintain and enhance existing street patterns*. The proposal is consistent with this strategy as it provides for seamless connection to the existing local street network.
- Clause 15.01-3L has the strategy to discourage single entry subdivisions. Whilst the proposed Development Plan comprises a single road entry from the Bass Highway Service Road (yet to be constructed) it is acceptable as this is consistent with the existing Development Plan's access, the number of lots to be serviced is comparable to the carrying capacity of a future road construction and the provision of paths and green linkages provides alternate entry points for (other) active modes of transport. Furthermore, provision is made for connectivity to the land to the south.
- Clause 15.01-5S has the objective to *recognise, support and protect neighbourhood character, cultural identity, and sense of place*. The proposal is consistent with this objective as it plans for residential growth that is consistent with the preferred (and emerging) character of the area, and which does not compromise the existing character and emerging scale of development within Grantville.
- Clause 16.01-IS has strategies which seek to *ensure that an appropriate quantity, quality, and type of housing is provided, facilitate diverse housing, and plan for growth areas to provide for a mix of housing types through a variety of lot sizes*. The proposal is consistent with these strategies as it provides for housing growth and a range of lot sizes that will help to increase the proportion of housing within the settlement boundary and goes to achieving high order housing targets (The Victorian State government has a housing target for Bass Coast of 19,250 additional homes by 2051).
- Clause 16.01-IL has the local strategy to *encourage increased housing densities in Grantville that are close to activity centres, community facilities and services or where they are nominated in structure plans of design frameworks*, and the proposal is considered to be consistent with this strategy given the location of the subject site in relation to the centre of Grantville. Likewise the proposal provides for housing affordability, as it is consistent with the strategies at Clause 16.01-2S, which seek to *improve housing affordability by ensuring land supply continues to be sufficient to meet demand and increasing choice in housing type, tenure and cost to meet the needs of households as they move through life cycle changes and to support diverse communities*.

- Clause 18.02-4S has the objective to *facilitate an efficient and safe road network that integrates all movement networks and makes best use of existing infrastructure*. The layout pattern of the amended Development Plan provides an adequate and connected internal road layout for future growth.
- Clause 19.03-2L has the strategy to *support the provision of new and upgraded physical infrastructure (including open space, road, bicycle and pedestrian links, reticulated services, and public art) as part of residential developments*. Any subdivision permit application will be required to address infrastructure servicing demands as required by the various service agencies as part of the subdivision approval process.
- Clause 19.03-3S has the objective to *sustainably manage water supply and demand, water resources, wastewater, drainage and stormwater through an integrated water management approach*. The proposed amendment to the Development Plan is generally consistent with the existing endorsed Development Plan, and furthermore stormwater management is being separately addressed through a concurrent Planning Permit Application being assessed for the subdivision of the land.

Zone Assessment

Clause 32.04 – Mixed Use Zone

The purpose of the Mixed Use Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for a range of residential, commercial, industrial and other uses which complement the mixed-use function of the locality.*
- *To provide for housing at higher densities.*
- *To encourage development that responds to the existing or preferred neighbourhood character of the area.*
- *To facilitate the use, development and redevelopment of land in accordance with the objectives specified in a schedule to this zone.*

The proposal is considered to be consistent with the purpose of the Mixed Use Zone, as it is consistent with the relevant Planning Policies, provides for residential growth, is responsive to the neighbourhood character in providing a standard density residential lot form and a layout pattern which provides for a transition in lot sizes between existing residential and commercial areas and the subject site.

Detailed assessments of future subdivision layout and any alternative land uses will be undertaken as part of future Planning Permit Applications.

Overlay Assessment

Clause 43-04 – Development Plan Overlay (Schedule 3)

The purpose of the Development Plan Overlay is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land.*
- *To exempt an application from notice and review if a development plan has been prepared to the satisfaction of the responsible authority.*

Section 4.0 of Schedule 3 to the Development Plan Overlay requires that a Development Plan is to be combination of a report and a diagram and must include the following:

Requirement	Assessment
A site analysis plan and design response, identifying and responding to the site's opportunities and constraints.	The report provided with the proposed Development Plan identifies the context of the proposed development and how the proposed design appropriately responds.
The location of vehicle access and egress to the site.	All vehicle access and egress points are clearly shown in the Development Plan layout.
Areas set aside for car parking and loading bays.	Car parking areas are shown in the Development Plan layout.
Areas set aside for bicycle parking.	Bicycle parking areas are shown in the Development Plan layout.
Turning circles for cars and delivery vehicles, demonstrating that all accessways are capable of handling vehicles expected to use them.	The Amended Development Plan does not fundamentally change the access or egress points, or internal layouts of the northern allotment which is to be developed under Planning Permit 220416 (as amended). Vehicle access and movement associated with the subject site is being concurrently assessed under Planning Permit Application PDPLANPER-2025/000993.
A conceptual drainage strategy for the site.	The Amended Development Plan does not fundamentally change the ability of the site to manage stormwater flows from the currently endorsed Development Plan. Drainage of the subject site is being concurrently assessed under Planning Permit Application PDPLANPER-2025/000993.

Pedestrian and bicycle paths, accessways and linkages to surrounding areas.	The amended Development Plan continues to provide for pedestrian connectivity to the north and south of the subject site.
Landscaping opportunities and treatment for the site.	Areas designated for future landscaping and vegetation retention are indicated on the Development Plan. Detailed landscaping is being concurrently assessed under Planning Permit Application PDPLANPER-2025/000993.
The stages for the development (if any), and the treatment of land not immediately required for development.	The entirety of the site shall be developed in a single stage.
The location, proposed use and design of all buildings and works responding to the site in a manner that encourages pedestrian activity and promotes sensitive interfaces with adjoining streets, open space, and other public areas.	The Amended Development Plan ultimately provides for an alternative land-use outcome for the proposed allotment fronting to the Bass Highway Service Road, whether that be for a commercial / mixed-use development or for a medium density development, both of which would be separately assessed under any future Planning Permit Application.

It is noted that Section 3.0 of Schedule 3 also specifies conditions that must be placed on any future Planning Permit issued for the site and any endorsed Development Plan must not conflict with these requirements. The proposed Development Plan can comply with all conditional requirements.

Particular Provisions Assessment

Clause 52.17 – Native Vegetation

Clause 52.17 seeks to ensure there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the three step approach in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation* (Department of Energy, Environment and Climate Action, 2025).

Any removal of native vegetation from the subject land will be considered through the concurrently assessed Planning Permit Application PDPLANPER-2025/000993.

Clause 52.29 – Land Adjacent to the Principal Road Network

This provision is of relevance because Bass Highway is a Transport Zone 2 Road managed by the Department of Transport and Planning. The proposal delivers a service and slip lane on the eastern side of Bass Highway to facilitate safe and efficient vehicle access to and from the site which will trigger a Planning Permit pursuant to this provision for alteration of access.

The siting and design of the proposed service lane and crossovers are generally in accordance with that previously approved under the currently endorsed Development Plan and will be subject to final approval by the Department of Transport and Planning as a Section 55 Determining Referral Authority under any future or concurrently assessed proposals.

Clause 53.18 – Stormwater Management in Urban Development

Clause 53.18 will apply to any future planning application lodged in accordance with the Development Plan and has the purpose to ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.

A Stormwater Drainage Strategy was submitted with the concurrently assessed application for subdivision that demonstrates the proposed strategy can satisfy all relevant standards of this provision.

It is considered that the proposed Development Plan will be able to achieve a suitable stormwater management system, that provides for stormwater retention and reuse and water sensitive urban design.

Finances

The cost to Council involves the officer time for the review of the Development Plan application.

Stakeholders

The key stakeholders for this project are as follows:

- Submitters to the amendment.
- All affected landowners and occupiers.
- The broader Bass Coast Shire community.
- Statutory Referral Authorities.
- Bass Coast Shire Council.

The key stakeholders were notified of the amendment through the assessment process.

Concerns Raised by Submitters

The following table summarises submissions into themes and provides a discussion on planning merit:

Submitter Theme	Council Officer Response
TBC	No submissions have been received as of 11 November 2025. Submitter section to either be updated or removed prior to final publication.

Conclusion

The proposed Development Plan is considered to comply with the requirements of Schedule 3 to the Development Plan Overlay and the relevant requirements of the Bass Coast Planning Scheme.

It is recommended that Council resolves to endorse the proposed Development Plan under Schedule 3 to the Development Plan Overlay.

Recommendation**That Council:**

- 1. Supersede the currently endorsed Development Plan applying to the land at 1531-1551 Bass Highway, Grantville prepared by Select Architects, Revision P7 dated 22 December 2020.**
 - 2. Endorse the proposed Amended Development Plan prepared by Select Architects, Revision P8, dated 23 October 2025.**
-

Attachments

1. Endorsed Development Plan 3 - Grantville Mixed Use Precinct South REDACTED [8.1.1 - 1 page]
2. Proposed Development Plan 3 - Grantville Mixed Use Precinct South [8.1.2 - 1 page]

LEGEND

- GREEN SPACE
- CARPARK ZONE
- SUPERMARKET ZONE
- RETAIL/CAFE ZONE
- FUEL AND CONVENIENCE ZONE
- MEDICAL/PHARMACY ZONE
- COMMON MOVEMENT / MALL ZONE
- REFUSE AND SERVICE ZONE
- LOADING/ SERVICE AREA
- FUTURE RESIDENTIAL AREA
- EXISTING FARM ZONE
- EXISTING RETAIL/ INDUSTRIAL ZONE
- EXISTING RESIDENTIAL AREA
- DRAINAGE DETENTION AND TREATMENT
- PROPOSED DRAINAGE
- EXISTING DRAINAGE
- EXISTING PEDESTRIAN PATH
- PROPOSED PEDESTRIAN PATH
- EXISTING VEHICLE MOVEMENT
- PROPOSED VEHICLE MOVEMENT
- PROPOSED SERVICE VEHICLE MOVEMENT
- FUTURE PEDESTRIAN PATH - NOT PART OF THIS DEVELOPMENT
- FACADE TREATMENT TO BE DEFINED AT PLANNING PERMIT STAGE
- ROAD - HIGHWAY
- ROAD - STREET
- LEFT IN / LEFT OUT INTERSECTION
- NODE / ARCHITECTURAL FEATURE
- BICYCLE RACKS
- PYLON SIGN
- TREES
- SITE BOUNDARY

NOTE:
SERVICE ROAD ENTRY AND ACCESS ARRANGEMENTS AS PER SCHEDULE 3 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY. ALL TO MICROROADS APPROVAL AS PART OF PLANNING PERMIT.

ALL DWELLINGS TO HAVE A BAL-12.5 CONSTRUCTION LEVEL.

ALL RESIDENTIAL LOTS TO INCLUDE A 2500L WATER TANK FOR FIRE DEFENCE PURPOSES.

BUILDING ENVELOPES TO BE INCLUDED AT SUBDIVISION.

FUTURE RESIDENTIAL DEVELOPMENT TO INCLUDE LANDSCAPE DESIGN AND VEGETATION MANAGEMENT.

DEFENDABLE SPACE SETBACK
BOUNDARY FENCE TO BE NON-COMBUSTIBLE
INCLUDE GATE FOR EMERGENCY ACCESS.

1 DEVELOPMENT PLAN
SCALE: 1 : 1250

SELECTARCHITECTS
SELECT ARCHITECTS PTY LTD ABN 60 120 640 349
www.selectarchitects.com.au e: reception@selectarchitects.com.au

PRELIMINARY

GEELONG	A: LEVEL 3 117 MYERS STREET GEELONG VIC 3220 AUS T: +61 3 5274 7300 F: +61 3 8621 0087
MELBOURNE	A: LEVEL 2 390 ST KILDA ROAD MELBOURNE VIC 3004 AUS T: +61 3 9860 1900 F: +61 3 8621 0087
ADELAIDE	A: 135 GREENHILL ROAD, UNLEY SA 5061 AUS T: +61 8 8291 9600 F: +61 8 7221 2816

REV	DATE	DESCRIPTION	DRN	CHKD
P3	01/06/20	PRELIMINARY ISSUE	DD	CB
P4	19/09/20	PRELIMINARY ISSUE	HF	CB
P5	06/10/20	PRELIMINARY ISSUE	HF	CB
P6	19/10/20	PRELIMINARY ISSUE	HF	CB
P7	22/12/20	NOTATION ADDED	HF	CB

ORIGINAL SHEET: A1 - 293 x 420 PLOT BME & DATE: 2019/02/05 10:45 AM

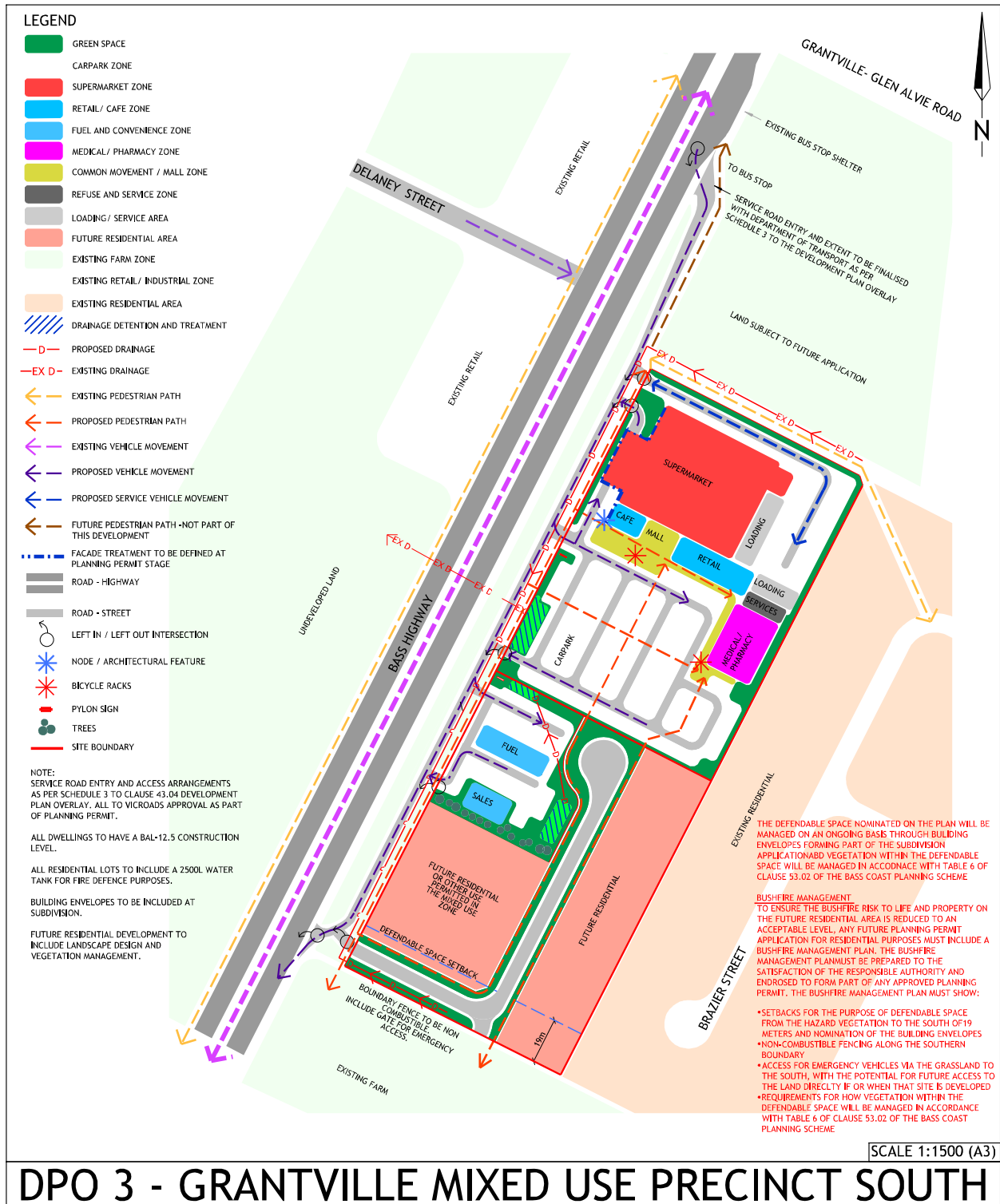
The defendable space nominated on the plan will be managed on an ongoing basis through building envelopes forming part of the subdivision application and vegetation within the defendable space will be managed in accordance with Table 6 of Clause 53.02 of the Bass Coast Planning Scheme

Bushfire Management
To ensure the bushfire risk to life and property on the future residential area is reduced to an acceptable level, any future planning permit application for residential purposes must include a Bushfire Management Plan. The Bushfire Management Plan must be prepared to the satisfaction of the Responsible Authority and endorsed to form part of any approved planning permit. The Bushfire Management Plan must show:
•Setbacks for the purposes of defendable space from the hazard vegetation to the south of 19 metres and nomination of building envelopes.
•Non-combustible fencing along the southern boundary.
•Access for emergency vehicles via the grassland to the south, with the potential for future access to the land directly if or when that site is redeveloped.
Requirements for how vegetation within the defendable space will be managed in accordance with Table 6 of Clause 53.02 of the Bass Coast Planning Scheme

ENDORSED DEVELOPMENT PLAN
Planning and Environment Act 1987
Bass Coast Planning Scheme Clause 43.04
Schedule DPO3

This Development Plan was approved under Officer Delegations by [Redacted] Principal Strategic Planner

For and on behalf of the Responsible Authority
17/02/2021



8.2 Queen Street, Merrin Crescent to Broome Crescent - Road upgrade

Division

Future Places

Council Plan Strategic Objective

Thriving Places

Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

Declaration

The author has no general or material interests in relation to this report.

Summary

The purpose of this report is to seek Council's endorsement of the proposed concept plan and approval for funding to undertake a road seal upgrade on Queen Street, between Merrin Crescent and Broome Crescent in Wonthaggi.

This section of Queen Street was previously scheduled for removal of the temporary dust suppression seal in March 2025. The planned works were paused to consider a petition received by the affected property owners to upgrade the road seal with property owner contributions.

Council has completed engagement with affected property owners regarding upgrade options and associated costs. All property owners have now agreed to the proposed cost contributions.

As a result, the project meets the requirements for an interim dust-only treatment in accordance with Council's Urban Road and Drainage Improvement Policy 2024 (URDI). The proposed treatment is a permanent road seal to be maintained by Council as part of its sealed road network.

Recommendation

That Council:

1. **Adopt the Concept Plan for the Road Seal upgrade of Queen Street, Wonthaggi (AT-1)**
2. **Adopt a funding model based on an upfront contribution from adjacent property owners, as per Council's Urban Road and Drainage Improvement Policy 2024**
3. **Utilise funds from the 2025/26 Road and Drainage Improvement budget to deliver the project in 2025/26 financial year**

Background

Between 2005 and 2007, Council conducted a trial using a dust suppressant product on selected unsealed roads across the shire to address dust related concerns. These seals have now deteriorated and no longer meet acceptable service standards or community expectations. Council routinely removes the remaining dust seals in line with its management strategy adopted in 2013.

In March 2025, Council notified residents and property owners on Queen Street, between Merrin Crescent and Broome Crescent, in Wonthaggi, of its intention to remove the existing dust suppressant seal.

At the 21 May 2025 Council Meeting, a petition was received from property owners opposing the planned removal works. The petition requested a postponement to allow residents to work with Council to develop a suitable upgrade plan.

Under the URDI Policy, urban unsealed roads not scheduled for a full road and drainage upgrade within the next five years may be considered for interim treatment options to mitigate dust impacts. These options may include:

- Minimal pavement upgrades with asphalt sealing
- Traffic calming measures to reduce vehicle speeds
- Installation of slow-down and dust warning signage

A minimal pavement upgrade and asphalt surface treatment can be considered for installation if all property owners adjacent to the road contribute to the cost of the works. An estimate of the cost of works will be provided to property owners upon a formal request in writing to the Council in the form of a petition from property owners.

At the 20 August 2025 Council Meeting, Council received a petition from property owners requesting a minimal pavement upgrade with asphalt sealing for Queen Street, between Merrin Crescent and Broome Crescent, in Wonthaggi. Council resolved to:

1. *Receive the petition, Interim Dust Only Treatment for Queen Street (Merrin Crescent to Broome Crescent) and resolve to deal with this matter at this Council Meeting.*
2. *Commence work with the head petitioner and other property owners to investigate treatment options and potential costs to upgrade the road through an interim dust only treatment.*
3. *Note that a potential interim dust only treatment upgrade project would need to be considered in accordance with the Urban Roads and Drainage Improvement Policy at a future meeting.*
4. *Advise the head petitioner of Council's decision.*

Discussion

Council has now completed engagement with all affected property owners regarding treatment options and potential costs to upgrade this section of Queen Street.

All property owners are supportive of the upgrade and are agreeable to the individual costs presented by Council. This meets the requirements outlined in the URDI Policy for an interim dust only treatment upgrade.

The upgrade project is 130 metres in length and has 10 adjacent properties to the section of road.

The existing conditions are illustrated below.



Image 1: View towards east end of Queen Street from Broome Crescent.



Image 2: Deterioration along Queen Street, between Merrin Crescent and Broome Crescent.

This section of Queen Street intersects with Merrin Crescent and Broome Crescent which both have permanent road seals.

The road grades down in elevation towards the east. Stormwater for the road reserve can be collected and graded to the east into existing open drains.

The concept plan proposed for this section of Queen Street includes an asphalted surface following the existing road footprint and provides continuity with the existing design of surrounding streets. The proposed concept plan has been attached to this report (AT-1).

Sustainability Implications

The proposed upgrade of Queen Street, between Merrin Crescent and Broome Crescent, achieves a strategic balance between minimising cost to property owners and Council and improving road safety, accessibility and visual amenity.

Investing in road infrastructure will position the community to better withstand current and future extreme weather events, strengthening the community's resilience to climate change impacts.

The upgrade will follow the existing alignment of roads and will not disrupt established vegetation.

Finances

Council's Urban Roads and Drainage Improvement Policy 2024 provides a framework for future upgrades to areas across Council with unconstructed streets and inadequate drainage.

The funding mechanism for these types of upgrades shall be adopted through Council resolution. Funding sources may include:

- direct Council contribution
- external grants, funding, or contributions
- a special rate or charge in accordance with Section 163 of the *Local Government Act 1989*
- or a combination of the above.

The estimated cost of the proposed upgrade is as follows.

Total Project Cost (not inc GST)	\$107,031
Benefit Ratio	
Property Owner	0.3922
Council	0.6078
Council Contribution (\$)	\$65,053.59
Property Owner Contribution	\$41,977.40
Additional Council Contribution	\$2,326.56
Total Property Owner Contribution	\$39,650.84 (37%)
Total Council Liability	\$67,380.15 (63%)

Table 1: Project costs

A Council contribution of \$67,380 can be funded from the 2025/26 Road and Drainage Improvement budget.

Property owners are required to make an upfront financial contribution. This eliminates the need for a special charge scheme and significantly reduces the administrative cost and time to deliver the project.

Financial contributions required from adjacent property owners are estimated using a benefit ratio calculation in line with special charge scheme legislation. The benefit ratio for this section of Queen Street was calculated using traffic count data, visual observation, and community engagement.

The total Council contribution toward the improvement works is 63%, with adjacent property owners contributing 37% of the total cost. The level of Council contribution is due to the frequent use of this section of Queen Street as a thoroughfare by external traffic travelling between Merrin Crescent and Broome Crescent.

In relation to 10 properties, the average cost to property owners is calculated at \$3,965. The highest cost for an individual property owner is \$4,000. The lowest cost is \$3,776.

Stakeholders

Adjacent property owners were presented with a concept plan and associated costs for the proposed upgrade.

All property owners were asked to support or object to the proposed project, including whether they were agreeable to financially contribute. Support was received from 100% of property owners.

A copy of the submissions made by property owners can be found in AT-2.

Conclusion

All property owners along Queen Street, between Merrin Crescent and Broome Crescent, have confirmed their support and willingness to contribute financially toward a minimal pavement upgrade with asphalt sealing. This commitment meets the requirements outlined in the Urban Roads and Drainage Improvement (URDI) policy for an interim dust only treatment upgrade.

It is therefore recommended that Council endorse the proposed Concept Plan and approve the use of residual funds from the 2025/26 Road and Drainage Improvement budget to facilitate the delivery of the upgrade works.

The proposed improvements will ensure the provision of a sealed road surface, enhancing local amenity and accessibility for both residents and broader road users.

Governing Documents

- *Local Government Act 1989*
- *Local Government Act 2020*
- Council Plan 2025-2029
- Bass Coast Planning Scheme
- Asset Management Policy 2022-2026
- Urban Roads and Drainage Improvement Policy 2024
- Long-Term Financial Plan 2025-2035

Attachments

1. Concept Plan [8.2.1 - 1 page]
2. CONFIDENTIAL REDACTED - Property Owner Submissions [8.2.2 - 20 pages]

Concept Plan



Queen Street (towards Merrin Crescent)

8.3 Road Discontinuance Policy and Leasing and Licensing Policy

Division

Future Places

Council Plan Strategic Objective

Visionary Leadership

Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

Declaration

The author has no general or material interests in relation to this report.

Summary

The purpose of the Leasing and Licensing Policy (Leasing Policy) and Road and Reserve Discontinuance and Sale Policy (Road Discontinuance Policy) is to replace the current outdated Policies.

The updated Policies are designed to:

1. Provide consistency and transparency in the terms and conditions applied to tenure documents and the discontinuance and sale of roads and reserves.
2. Enhance community value using Council facilities, whilst protecting Council's assets and ensuring financial viability and returns.
3. Provide a clear framework on the declaration and disposal of road reserves, drainage reserved and revenge strips.
4. Meet all legislative and best practice requirements.

Recommendation

That Council:

1. **Adopt the Leasing and Licensing Policy, and**
2. **Adopt the Road and Reserve Discontinuance and Sale Policy.**

Background

In June 2025, Council adopted the Bass Coast Shire Council Property Strategy 2025-2029. The Property Strategy identified the need to review and update the current Leasing Policy and Road Discontinuance Policy. Updated Leasing Policy and Road Discontinuance Policy was identified as a requirement to continue providing best practice management of Council's property portfolio.

The current Leasing Policy and Roads Discontinuance Policy are outdated, requiring review to better reflect the current requirements of Council to support the implementation of Council's strategies and plans.

Leasing and Licensing Policy

The Leasing Policy has been developed to provide a framework and criteria for the management of tenure agreements for Council owned or managed Land. The Policy defines three categories of tenure: Community, Subsidised Rental, and Commercial.

Community tenure applies to:

- Community not for profit groups such as community gardens, art groups, and heritage groups
- Sporting clubs
- Community organisations such as the CFA and SES buildings

Subsidised rental tenure is assessed on a case-by-case review of the proposed use and community benefit or the land. For example, kindergartens have subsidised rental to allow some cost recovery for maintenance works but still provide a large reduction from the market rental applicable to comparable early years services spaces.

Commercial rental tenure will generally apply to all commercial enterprises using council owned or managed sites and is based on market valuation.

The Policy was developed through benchmarking and has been updated to reflect current leasing trends and formalise arrangements that have been introduced since the existing policy was adopted in 2019. The draft policy reflects the changed leasing and licensing regulation and environment since 2019 and includes additional terms relating to child safety, shared use, sustainability, development and demolition, council access, maintenance and costs.

Road and Reserve Discontinuance and Sale Policy

The Road Discontinuance Policy has been developed to provide best practice management of the discontinuance and disposal of unused road and reserve parcels. The Policy has been broadened to include drainage reserves and revenue strip parcels but does not include open space or public recreation reserves.

The Policy sets out the considerations of Council when an application is received to discontinue a parcel. A request may come from the public or be a request from within Council. The same considerations apply for all applications.

This Policy introduces an application fee payable to Council. The fee is standard practice among benchmarked councils and is used to offset costs associated with processing and assessment of applications. The proposed fee will be applied to offset the sale price should the matter progress to a sale.

Discussion

Consultation on the draft Policies was released to community consultation on Thursday 6 November 2025, closing on Sunday 1 December 2025.

The two policies were released to community consultation through the following channels:

- Engage Bass Coast Page
- Direct email to all current lease and license holders
- Stakeholder Consultation
- Social Media Post

During community consultation, the Engage Bass Coast page had 89 visits to the page and Council received 2 submissions on the Leasing and Licensing Policy and 53 visitors and 1 submission on the Road and Reserve Discontinuance and Sale Policy.

The submissions were supportive of the Policies and there was no change required to the drafts. Feedback received related to operational requests around signing of leases and licences.

Sustainability Implications

The basis for each decision made by council regarding the future use of Council property will consider sustainability in line with other Council policies and plans. There is no additional sustainability implications associated with this report

Finances

The financial implications of adopting the policies will support:

- Continued best practice for the setting of market rental for Council's commercial spaces to ensure maximum return
- Continued income from the community rate to help offset maintenance costs
- Continued community benefit from the community rate for leases/licences as opposed to the market rate for these properties
- Subsidised rental amounts allow for increased cost recovery for maintenance of a capital nature while supporting the community benefit of these tenants
- Increased revenue from the road discontinuance application fee
- Potential to increase revenue from the sales of unrequired road or drainage reserves

Stakeholders

- Councillors
- Community
- Landowners
- Property Tenants
- State & Federal Government

Conclusion

The Leasing and Licensing Policy and Road and Reserve Discontinuance and Sale Policy will:

- Ensure that Council strategically manages its property portfolio for the short- and long-term best interests of the community.
- Provide guidance to the type of tenure and rental for the use of Council's property assets
- Ensure best practice and compliance with legislative requirements dealing with Council's property assets
- Ensure that financial decisions achieve the best outcomes for Council in all leasing and road discontinuance and sale matters
- Ensure Council acts in a transparent and consistent manner when dealing with Council's property assets.

The Policies are presented to Council for adoption

Governing Documents

- Bass Coast Shire Council Property Strategy 2025-2029
- Bass Coast Community Vision 2045
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Road Management Act 2004*
- *Transfer of Land Act 1958*
- *Retail Leases Act 2003*

Attachments

1. Leasing and Licencing Policy [8.3.1 - 9 pages]
2. Road Discontinuance Policy [8.3.2 - 4 pages]

Leasing and Licencing Policy



Document Information

Type	Council Policy
Mayor	(Governance to insert signature and name post adoption)
Date Adopted	Council Meeting date month year (Governance to complete date month year post adoption)
Responsible Officer	Manager Major Projects & Property
Review Period	At least once every 4 years
Version Number	X

Gender Impact Assessment (GIA) Statement

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment (GIA) has been undertaken when developing this policy.

Definitions

Term	Definition
Committee of Management	means the role of Council in the management of Crown Land. Council acts as land manager for the areas for which it has been appointed as the Committee of Management for. The role of Committee of Management is governed by the <i>Crown Land (Reserves) Act 1978</i> .
Community Benefit	means providing the residents, ratepayers and visitors to the Bass Coast Shire services provided by Council, increased participation and growth of community groups, strength and maintain the environmental and natural characteristics of the Shire, and broadly provide benefits to quality of life. Community Benefit will reinforce the Council Vision.
Council	means Bass Coast Shire Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 1989</i> , including the Councillors, Council Officers and agents of Council
Crown Land	means lands reserved and/or administered under the <i>Crown Land (Reserves) Act 1978</i> , <i>Land Act 1958</i> , and <i>Forests Act 1958</i> forming the Crown Estate in Victoria

Leasing and Licencing Policy

Land	means all Property for which Council is the owner or land manager under Committee of Management, or is to become the owner, and has the rights to use the land
Lease	means an agreement for exclusive occupancy between Council as Landlord and a Tenant
Licence	means an agreement for a non-exclusive occupancy between Council and a Tenant
Market Value	means the amount for which Land or Property would be sold or leased in a commercial arm's length transaction to an unrelated third party. The value can be estimated as required by Council using evidence available to it or by having an independent market valuation occur by an accredited valuer
Property	means the land together with any improvements including buildings owned or managed by Bass Coast Shire Council
Tenant	means the occupier or occupant of a Property under a Lease or Licence. The occupier or occupant may also be referred to as Lessee or Licensee. This also includes any occupant in Council property under a sub-lease agreement.

Purpose

This Leasing and Licensing Policy is designed to ensure consistency and transparency in the terms and conditions applied to tenure documents, and to enhance community value using Council facilities, whilst protecting Council's assets.

Scope

This policy applies to:

- Leases and licenses of Council owned property,
- Crown land where Council is the Committee of Management, and
- Land or buildings leased or licensed by Council from another party for purpose of Council performing its functions and meeting its objectives.

This Policy does not apply to seasonal club agreement, residential tenancies, and casual hire agreements.

Additionally, this Policy does not apply where Council enters into separate agreements, such as contracts, partnership agreements or deeds, with Tenants as required for matters not included in lease or licence terms and conditions.

Leasing and Licencing Policy

Objectives

In line with Bass Coast Shire Council Property Strategy 2025-2029 guiding principles, the objective of this policy is to establish leases and licences that:

Consistency and Transparency

- Are transparent, consistent, fair and give certainty.
- Are appropriate and suitable to the circumstances.
- Contain conditions that are fair and equitable while at the same time protect Council's position.

Community Benefit

- Make the best use of property through the permitted use, integration, co-location and general public access.
- Maximise community benefits.
- Promote environmental sustainability.

Statutory Compliance

- Comply with relevant legislation, policies, plans and strategies.
- Respond to state government requirements for use of Crown land.

Financial Viability

- Deliver market rental returns on commercial properties.
- Share the burden and cost of maintenance.
- Anticipate future needs for development or re-purposing.
- Contain conditions that are fair and equitable while at the same time protect Council's position and assets.

Statement

Council Property Use and Standards

Bass Coast Shire Council tenants are expected to provide a welcoming, respectful and inclusive environment for all. No tenant may participate in activities or behaviours that promote disrespectful attitudes. Tenants who breach Council policies may have access revoked.

Tenants will not sub-let or hire Council property to a third party without the prior written consent of Council, for which consent will not be unreasonably withheld. Tenants will be required to apply Council's current hire fees to any approved sub-tenant. Charging excessive or unreasonable fees when hiring spaces to third party groups may result in a review of the tenancy arrangement and potential termination.

Leasing and Licencing Policy

Mistreatment of Council property or abusive or disrespectful behaviour towards Councillors or Council staff will not be tolerated. Occupation may be reduced or terminated should the occupation or use by a group not align with Council or community expectations.

Lease And Licence Assessment Framework

The lease or license agreement for tenants will be determined by applying the following framework.

No new or renewed lease or license will have a rental or fee lower than the community rate specified in Category I.

Bass Coast Shire Council Executive Leadership Team (ELT) reserves the right to provide an exemption to this requirement. Examples of where this exemption may apply include:

- The tenant is a critical community service provider (e.g., emergency services, primary healthcare) operating on a not-for-profit basis.
- The service directly delivers on a Council Plan priority action.
- Alternative provision of the service would cost Council more than the rental foregone.

Category I: Community
<p>Eligibility</p> <ul style="list-style-type: none"> • Use: Supports and enhances Council’s plans and policies • Fit for Purpose: The proposed use of the site is in line with Council’s objectives for the site • Community Benefit: Provides significant and identifiable benefits to the Community that includes, but is not limited to, alignment with Council Plan priorities and services community members and the Bass Coast region, including disadvantaged and priority populations, demonstrating collaboration and partnership with other organisations. • Incorporated Association: as a not-for-profit entity, it is preferred that the proposed Tenant is an Incorporated Association • Compliance: registered legal entity, has an ABN, financially viable, complies with all relevant legislation governing its activities and holds all relevant certificates.
<p>Annual Rental</p> <ul style="list-style-type: none"> • Currently \$440.00 pa inclusive of GST and reviewed annually in accordance with the amount fixed in the Bass Coast Shire Council Fees and Charges. The annual rental amount charged at the commencement of a lease or license will be in line with the fees and charges prescribed at the time of tenancy application.
<p>Term</p> <ul style="list-style-type: none"> • The standard term offered by Council for a community lease is 5 years and a community license is 3 years. • Shorter or longer terms may be required by Council. Should the Tenant request a shorter or longer term, the request will be considered on a case-by-case basis

Leasing and Licencing Policy

<p>Maintenance and Outgoings</p> <ul style="list-style-type: none"> • Council has a standard maintenance template which provides for a partnership approach in which maintenance responsibilities will be reasonably and equitably shared • Building insurance will be maintained by Council. Tenants are required to reimburse council for the building insurance. • All other outgoings will be the responsibility of the tenants including contents and public liability insurances.

<p>Category 2: Subsidised Rental</p>
<p>Eligibility</p> <ul style="list-style-type: none"> • Use: Supports and enhances Council’s plans and policies • Fit for Purpose: The proposed use of the site is in line with Council’s objectives for the site • Community Benefit: Provides significant and identifiable benefits to the Community that includes, but is not limited to, alignment with Council Plan priorities and services community members and the Bass Coast region, including disadvantaged and priority populations, demonstrating collaboration and partnership with other organisations. • Revenue: Will use Council property to generate commercial revenue • Compliance: registered legal entity, has an ABN, financially viable, complies with all relevant legislation governing its activities and holds all relevant certificates.
<p>Rental</p> <ul style="list-style-type: none"> • Assessed on a case-by-case basis, considering turnover potential and in conjunction with community benefit. • The market commercial rate will be assessed, with a reduction calculated in accordance with the community benefit.
<p>Term</p> <ul style="list-style-type: none"> • The standard term offered by Council for a subsidised lease is 5 years and a community license is 3 years. • Under certain circumstances shorter or longer terms will be required (if for example the arrangement involves significant capital investment)
<p>Maintenance and Outgoings</p> <ul style="list-style-type: none"> • Council has a standard maintenance template which provides for a partnership approach in which maintenance responsibilities will be reasonably and equitably shared. • Building insurance will be maintained by Council. Tenants are required to reimburse council for the building insurance.

Leasing and Licencing Policy

- All other outgoings will be the responsibility of the tenants including contents and public liability insurances.

Category 3: Commercial
<p>Eligibility</p> <ul style="list-style-type: none"> • Community Benefit: desirably to provide community benefit • Use: Not detrimental to Councils vision • Revenue: will use Council property to generate commercial revenue • Fit for Purpose: the proposed use of the site is appropriate taking into account building and planning requirements • Compliance: registered legal entity, has an ABN, financially viable, complies with all relevant legislation governing its activities and holds all relevant certificates.
<p>Rental</p> <ul style="list-style-type: none"> • Starting rental will be subject to negotiation between Council and Tenant, preferably during a competitive Expression of Interest (EOI) • Review of lease to market rental, determined by a qualified valuer, will be required during the term. Annual reviews of rental, other than to market, will be a fixed percentage as determined by Council
<p>Term</p> <ul style="list-style-type: none"> • Council will consider the length of term on a case-by-case basis having regard to commercial and community factors including capital investment works by tenant. • Under certain circumstances shorter or longer terms will be required (if for example the arrangement involves significant capital investment) • Approval for terms may require Council resolution and community consultation
<p>Maintenance and Outgoings</p> <ul style="list-style-type: none"> • All maintenance and outgoings will be the responsibility of the tenant including all required insurances. • Should Building Insurance be maintained by Council, the tenant will be required to reimburse council for the Building Insurance. • All repairs and works on Council assets must be notified to Council.

Additional Requirements of Leases and Licences:

- Child Safety
All tenants are accountable for upholding Council’s commitment to the safety and wellbeing of children.

Leasing and Licencing Policy

We support and respect all children, as well as our staff, contractors, and volunteers. Our organisation is committed to preventing child abuse by identifying risks early and intervening to address these risks. We are committed to the safety of all children, particularly those from diverse backgrounds, including Aboriginal and Torres Strait Islander children, children who are culturally and linguistically diverse, and those with varying needs and/or disabilities.

In accordance with the *Child Wellbeing and Safety Act 2005* (Vic) ("CW&S Act) and associated regulations, Council requires that all Leases and Licences include clauses outlining the responsibilities of tenants to ensure that they meet the Child Safety Standards in accordance with the CW&S Act.

If a tenant is an applicable entity within the meaning of the CW&S Act and not otherwise exempt from the requirements of the CW&S Act, the Tenant or Occupant must comply with the Child Safe Standards at all times.

Failure to comply with the Child Safe Standards will be considered a breach of the Lease or Licence and Council may take steps to terminate the Lease or Licence.

- Shared Use

Council will unlock underutilised buildings to provide greater community benefit by providing shared use of its facilities. To achieve this, Council will undertake periodic utilisation reviews of facilities by tenants to determine if the space can be co-occupied by another group or groups.

Tenants acknowledge that Council has limited capacity to provide tenancies to groups for exclusive use of facilities. Where appropriate, Council will seek that tenancy agreements be substituted with a different type of agreement to better reflect shared use of a facility or building.

- Sustainability

Council requires that tenants take steps to assist in achieving Council's goals for sustainable occupation of Council owned buildings in accordance with Council's Climate Change Action Plan 2020-2030. Annual review of energy and water use will be required under the Lease or Licence.

- Development/Demolishment

Council may require tenants vacate the premises for works associated with:

- Grants for renovations, refurbishment or replacement of Council buildings.
- Works in alignment with Council's asset management plans.

Council will work with those tenants affected by the works to attempt to provide temporary access or use of alternative Council facilities.

Council's timeframes for these works are often dependent on grant requirements which require strict compliance. Council is unable to delay or postpone works in these situations. Council requires cooperation from tenants in these circumstances.

- Council Access

Leasing and Licencing Policy

Council may require access to the premises, which must not be withheld. Reasons for access may include, but are not limited to:

- Essential Safety Measures (ESM) audits
- Works to the property
- Emergency access, including use of the premises to assist in emergency management
- Condition reviews

Council may install a key lock box for the premises to provide out of hours or unoccupied access to the premises as required by Council. The code for a key lock box will be provided to the tenant and must not be changed without Council's approval.

- Maintenance

Maintenance responsibilities are divided between Council and the tenant. The division of responsibility between the tenant and Council will consider the financial standing of the tenant and the age and condition of the building.

A Maintenance Schedule will be included with all leases and licences specifying the responsibilities of the tenant and Council.

Commercial tenants on market or subsidised rental, are responsible for all maintenance and repairs of the buildings outside of works that are of a capital nature.

- Costs

Council provides leases and licences in a template form for the various kinds of property use. Council does not charge a fee for negotiations associated with the lease or licence presented to the tenant which are of a minor and non-contentious nature. However, if Council requires legal advice on major or contentious issues presented, Council may require the tenant to pay Council's costs associated with this advice. Should the tenant refuse to pay these costs and refuse to sign the lease or licence, Council may withdraw the document and end the tenant's occupation of the premises.

Related Legislation, Associated Information and Resources

Legislation

There is no legislative obligation.

Associated Information

- Bass Coast Shire Council Property Strategy 2025-2029
- Bass Coast Shire Council 2025-2026 Fees and Charges

Resources

- Bass Coast Community Vision 2045
- *Property Law Act 1958*

Leasing and Licencing Policy

- *Transfer of Land Act 1958*
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Crown Land (Reserves) Act 1978*
- *Retail Leases Act 2003*
- *Road Management Act 2004*
- Leasing Policy for Crown Land in Victoria 2010
- The Best Practice Management Guidelines for Committees of Management: Managing Caravan and Camping Parks on Crown Land
- Council Plan 2025-2029
- Healthy, Safe and Resilient Bass Coast Plan 2025-2029
- Bass Coast Shire Council Annual Budget 2025 -2026
- Bass Coast Towards 2030
- Asset Management Policy Infrastructure Assets 2022-2026
- Crown Land Policy

Revision History

Date	Version	Revision Description	Administered

Road and Reserve Discontinuance and Sale Policy



Document Information

Type	Council Policy
Mayor	(Governance to insert signature and name post adoption)
Date Adopted	Council Meeting date month year (Governance to complete date month year post adoption)
Responsible Officer	Manager Major Projects and Property
Review Period	At least once every 4 years
Version Number	X

Gender Impact Assessment (GIA) Statement

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment (GIA) has been undertaken when developing this policy.

Definitions

Term	Definition
Act	means the <i>Local Government Act 1989</i>
Council	means Bass Coast Shire Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 1989</i>
Crown land	means lands reserved and/or administered under the <i>Crown Land (Reserves) Act 1978</i> , <i>Land Act 1958</i> , and <i>Forests Act 1958</i> forming the Crown Estate in Victoria
Discontinuance	means the exercise of power under Clause 3 of Schedule 10 of the Act in relation to a Road which is effected by a notice published in the Government Gazette and/or the removal of reserve status in relation to a Reserve under section 24A of the Subdivision Act 1988.
Market Value	means the value of the land as determined by a qualified valuer appointed by Council, based on, but not limited to the following methodology and criteria: <ul style="list-style-type: none"> • The land area and dimensions. • The highest and best potential use of the land. • Increase in value to any abutting property as a result of the transfer of the land as a before and after valuation.

Road and Reserve Discontinuance and Sale Policy

	<ul style="list-style-type: none"> • The potential for, or the enhancement of, an abutting property for redevelopment as a result of the transfer of land. • The additional costs to be applied as the result of any easements, encumbrances or other assets being retained on the land as a requirement of Council or other statutory authorities.
Reserve	means a drainage reserve or revege strip set aside as a reserve on a plan of subdivision. It does not include reserves for recreation or open space purposes.
Road	means a road as defined in the Act.

Purpose

This Policy aims to ensure that Council:

1. Applies a consistent, fair, and transparent process to the discontinuance and sale of roads and reserves.
2. Meets all legislative and best practice requirements when managing these transactions.
3. Makes strategic decisions that support the long-term interests of the community in relation to roads and reserves.

Scope

This Policy applies to roads and reserves located within Bass Coast Shire. This Policy does not apply to any other Council land held in freehold title or vested in Council. This Policy does not apply where a road or reserve is located on Crown land.

Objectives

This Policy outlines the guiding principles for the discontinuance and subsequent sale of roads and reserves that are no longer reasonably required for public use. It provides a framework to ensure that all proposals are assessed in a consistent, transparent, and financially responsible manner.

Council will only proceed with discontinuance proposals where a financially viable outcome can be demonstrated. Proposals that do not meet this requirement will not be pursued.

In support of improved land utilisation, enhanced public safety, and increased personal security, Council endorses the discontinuance and sale of roads and reserves that no longer serve a public function.

Statement

Council must determine that a road or reserve to be discontinued is not required for general public use which may require the input of stakeholders. Council is supportive of the discontinuance of roads and reserves and the sale of the land if the land is not required for the following purposes:

- access;

Road and Reserve Discontinuance and Sale Policy

- drainage;
- forming part of the assets of any service provider or statutory authority such as Melbourne Water, Westernport Water, South Gippsland Water, Telstra, Ausnet among others;
- road to be constructed and maintained by Council;
- strategic value to Council either now or potentially in the future; or
- generally required for municipal purposes.

In addition, Council will not proceed with the discontinuance of a road or reserve that will create any landlocked land. If roads or reserves are not required for the above reasons, the discontinuance and sale will be considered in accordance with this Policy.

Council will engage with the community about any road or reserve discontinuance proposal as required under the *Local Government Act 1989* but will also notify all property owners that may be affected by the proposal.

Unless discontinued roads or reserves are to be retained by Council, land from a discontinued road or reserve would normally be offered for sale to the owner of an adjoining property. Where practical, Council will offer the road or reserve equally to abutting owners, except where there are services within the road or reserve that affect a boundary location.

The sale of land from a discontinued road or reserve will be at market value as determined by an independent valuer appointed by Council. A purchaser will be required to pay the costs, or a share of the costs if there is more than one buyer, that are associated with the discontinuance and sale.

In addition, any road or reserve discontinuance application will be subject to a fee, which will be published annually in Council's Fees and Charges. The 2025/26 fee on adoption of this policy is \$1,650.00 inclusive of GST. This is payable on application and will be non-refundable. However, if the matter proceeds to a sale, the application fee will be credited towards the total sale price.

Related Legislation, Associated Information and Resources

Legislation

There is no legislative obligation.

Associated Information

- Bass Coast Shire Council Property Strategy 2025-2029
- Guidelines for Road Discontinuance and Sale

Resources

- *Local Government Act 1989*
- *Local Government Act 2020*
- *Road Management Act 2004*
- *Subdivision Act 1988*

Road and Reserve Discontinuance and Sale Policy

- *Sale of Land Act 1962*
- Local Government Best Practice Guideline for Sale, Exchange & Transfer of Land 2009
- Bass Coast Shire Council Fees and Charges 2025/2026

Revision History

Date	Version	Revision Description	Administered

8.4 Extension of tourism partnership agreements

Division

Future Places

Council Plan Strategic Objective

Thriving Places

Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

Declaration

The author has no general or material interests in relation to this report.

Summary

The purpose of this report is to seek Council approval to extend the existing partnership agreements with Destination Gippsland and Destination Phillip Island for a further six months, until 30 June 2026.

Council's current agreements expire on 31 December 2025, and the Victorian Government has not yet finalised the governance arrangements for Bass Coast as part of the statewide Visitor Economy Partnership (VEP) reforms.

To ensure continuity of visitor economy functions during this transition period, short-term extensions are required.

This report also seeks Council endorsement to write to the Minister for Jobs and the Visitor Economy to request an update on the timing of the Government's decision, to support future planning and partnership arrangements.

Recommendation

That Council:

1. **Authorises officers to execute a six-month extension to the partnership agreement with Destination Gippsland to the value of \$21,602.35 (including GST), concluding 30 June 2026.**
2. **Authorises the officers to execute a six-month extension to the partnership agreement with Destination Phillip Island to the value of \$54,536 (including GST), concluding 30 June 2026.**
3. **Writes to the Minister for Tourism, Sport and Major Events seeking urgent clarity on the future governance arrangements for the Bass Coast region under the Victorian Government's Visitor Economy Partnership reforms.**

Background

The Victorian Government's Visitor Economy Partnership (VEP) Reform Program, commenced in 2023, is intended to strengthen regional collaboration and create clearer, more efficient governance arrangements across the state.

Since the announcement, Council has been working with the Department, Destination Gippsland, and Destination Phillip Island to understand possible implications for the Bass Coast region.

Key steps to date include:

- **2023–2024:** Visitor Economy Partnership Framework launched. Initial consultation and advice from the Department on proposed governance changes.
- **June 2024:** Council endorsed the partnership with Destination Phillip Island through to December 2025, while awaiting further Government direction.
- **September 2024:** Council endorsed the partnership with Destination Gippsland through to December 2025, while awaiting further Government direction.
- **March 2025:** Council received a report outlining progress of the VEP reforms and endorsed One Bass Coast as the preferred position for the VEP reforms.
- **March 2025:** Council wrote to the Minister for Tourism, Sport and Major Events seeking Council position of a One Bass Coast model be considered.
- **2025:** Ongoing engagement between councils, Regional Tourism Boards, and the Department as the Government continues to assess options for the most suitable governance model for Bass Coast.

While this work continues at the State level, a final decision regarding Bass Coast's future alignment has not yet been confirmed. Short-term extensions to current partnerships will enable continuation of services during this period.

Status of the VEP Reforms

The VEP reforms represent a significant statewide change to the structure of regional tourism governance. Since 2023, the Victorian Government has been working through a detailed assessment process involving extensive consultation with local government, industry, and existing Regional Tourism Boards.

As part of this process, several governance options for Bass Coast have been explored, including merging of Destination Gippsland and Destination Phillip Island and options for a broader regional partnership model with Mornington Peninsula.

While this work is progressing, a final decision for Bass Coast has not yet been confirmed. In the absence of a final position, Council needs to maintain short-term arrangements to ensure certainty for partners and industry.

Need for Continuity of Visitor Economy Services

Marketing, industry development, visitor servicing, and collaborative destination planning are core functions delivered through Destination Gippsland and Destination Phillip Island.

The summer and autumn periods represent a peak time for visitation, activity, and promotional campaigns. Allowing existing agreements to lapse without replacement would create uncertainty for both organisations and limit the support available to operators and industry groups.

As Bass Coast Shire Council is a financial member and one of the six Local Government Authorities that own Destination Gippsland, continuing to contribute to the organisation is important to maintain our role within the existing governance structure.

Extending the agreements for six months maintains stability, ensures ongoing alignment with regional marketing and product development activity, and supports continued collaboration while governance reforms are finalised.

Importance of Tourism

The visitor economy is a major contributor to Bass Coast's prosperity and community wellbeing. According to Tourism Research Australia (2023–24), tourism contributes approximately \$596 million in gross value added and supports more than 4,900 jobs across the municipality.

Bass Coast also hosts nationally and internationally recognised events including the Australian Motorcycle Grand Prix, World Superbikes, and the Phillip Island Pro, which generate significant economic activity, visitation, and global exposure for the region.

Ensuring continuity of regional tourism partnerships during this transitional period is therefore essential. The existing partnerships play a significant role in destination marketing, industry development, and event support, all of which underpin the strength of the visitor economy and its contribution to local businesses and employment.

Sustainability Implications

For growth of the visitor economy to be managed sustainably both in terms of economic and environmental stewardship, this report considers how Council can partner to achieve best outcomes for Bass Coast.

Finances

The six-month extensions will be funded within the existing 2025–26 operational budget:

- **Destination Gippsland:** \$21,602 (incl. GST)
- **Destination Phillip Island:** \$54,536 (incl. GST)

Stakeholders

This report follows discussions with officers at the Department of Jobs, Skills, Industry and Regions. Officers have maintained dialog with our key partners Destination Phillip Island and Destination Gippsland.

Conclusion

The Visitor Economy Partnership reforms represent a significant transition for regional tourism governance across Victoria. While the Victorian Government continues to finalise arrangements for Bass Coast, short-term extensions to existing partnerships are necessary to maintain continuity and support industry stability.

Seeking timely advice from the Minister will assist Council in planning for future responsibilities and ensuring a smooth transition once the governance model is confirmed.

Governing Documents

The following relevant strategies and documents were considered as part of the recommendation:

- Council Plan 2025-29
- Economic Development Framework 2030
- Partnerships Policy and Framework
- Phillip Island and San Remo Destination Management Plan: Towards 2033
- Towards 2030 Gippsland Destination Management Plan

Attachments

Nil

8.5 Australian Motorcycle Grand Prix Advocacy

Division

Future Places

Council Plan Strategic Objective

Thriving Places

Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

Declaration

The author has no general or material interests in relation to this report.

Summary

The purpose of this report is to reaffirm Council's strong support for the Australian Motorcycle Grand Prix to remain at Phillip Island beyond its current contractual term, which concludes in 2026. The event is a cornerstone of Bass Coast's visitor economy, delivering significant economic benefits, global exposure, and community activation. Council's advocacy plays an important role in securing the event's future and ensuring continued prosperity for the region.

Recommendation

That Council:

1. **Reaffirm its strong support for the Australian Motorcycle Grand Prix to continue at Phillip Island beyond 2026;**
2. **Note the significant economic benefit the Australian Motorcycle Grand Prix brings to Bass Coast Shire; and,**
3. **Write to the Minister for Tourism, Sport and Major Events, Linfox Property Group, Dorna Sports, and Australian Grand Prix Corporation outlining Council's position.**

Background

The Australian Motorcycle Grand Prix has been hosted at Phillip Island since 1997 and is recognised globally as one of the most iconic events on the MotoGP calendar. The event is a cornerstone of Bass Coast's visitor economy, attracting international and domestic audiences and generating substantial economic activity.

Motorsport has been woven into Phillip Island's identity for nearly a century. The Island hosted the first Australian Grand Prix in 1928, cementing its place in national motorsport history. The MotoGP itself was first run at Phillip Island before being

relocated to Eastern Creek for a brief period in the 1990s, ultimately returning to the Island where it has remained since 1997.

Council has maintained a strong partnership with the Australian Grand Prix Corporation (AGPC) through a 10-year agreement, which is in place until 2026. This long-term commitment reflects the shared objective of delivering a world-class event while ensuring community safety and maximising local economic benefits.

The agreement focuses on two key areas:

- **Traffic and Transport Management:** Coordinated planning and operations are implemented to prioritise safety, minimise disruption to residents, and ensure efficient movement of visitors throughout the event period. This includes road closures, signage, and emergency response protocols designed to reduce congestion and maintain community access.
- **Cowes Entertainment Precinct Activation:** Council works closely with AGPC to deliver vibrant off-track experiences in Cowes, creating a dynamic entertainment hub that encourages visitor dispersal and extended stays. This activation drives greater economic benefit for local businesses, supports hospitality and retail sectors, and enhances the overall visitor experience beyond the circuit.

This partnership model has proven effective in balancing the operational demands of a major international event with the needs of the local community, while leveraging the Grand Prix's profile to stimulate tourism and economic growth.

Economic Impact

The event is a major economic driver for Bass Coast and Victoria. According to the 2023 Ernst & Young economic impact study, the Grand Prix generated \$54.6 million in total economic benefit for the State, including \$29.4 million in direct local spend for Bass Coast. The report highlighted that the event supports 284 full-time equivalent jobs, based on attendance of 71,387 across the 2023 event period. These figures highlight the event's role in stimulating local business activity across accommodation, hospitality, retail, and transport sectors, particularly during the shoulder season when visitor numbers traditionally decline.

Tourism and Global Exposure

Beyond direct economic benefits, the Grand Prix provides exceptional international exposure. In 2023, 10,301 media items were recorded globally, equating to an Advertising Value Equivalency of \$37.1 million. This level of coverage positions Phillip Island as a premier destination on the world stage, attracting new visitors and reinforcing Victoria's reputation for hosting world-class events. The event's broadcast reach and digital engagement also amplify long-term tourism opportunities for the region.

Record Attendance and Growth

The event's popularity continues to grow. The 2025 Grand Prix, held last month, achieved an estimated 91,245 attendees – the highest since 2012 and a 28% increase on 2023. Increased attendance translates into greater visitor spending, higher occupancy rates, and expanded opportunities for local businesses.

Strategic Importance

Securing the Grand Prix beyond 2026 aligns with Council's long-term objectives to grow the visitor economy, strengthen regional partnerships, and enhance global recognition of Bass Coast. Failure to retain the event would represent a significant economic and reputational loss, while continued hosting will consolidate Bass Coast's position as a leading destination for major events.

Council Advocacy

Council has been engaging with AGPC, peak bodies and relevant state agencies to advocate for the event's security beyond 2026 and to highlight Bass Coast's proven capacity to successfully host the Grand Prix.

Council's recent advocacy includes meetings with relevant Ministers and Shadow Ministers and discussions with statewide media to ensure the event is firmly on the State's agenda.

Council has met with AGPC on several occasions to express its strong support for the event and is working in partnership with Destination Phillip Island (DPI) to ensure a united voice for the region.

Sustainability Implications

For the visitor economy to grow in a way that delivers long-term benefits to Bass Coast, this report considers how Council can partner with key stakeholders to secure the Australian Motorcycle Grand Prix beyond 2026. A sustainable approach in this context means ensuring the event continues to generate significant economic returns, supports local businesses, and strengthens Bass Coast's position as a premier destination for major events.

Finances

Any future agreement beyond 2026 would be subject to negotiation and formal approval by both Bass Coast Shire Council and the Australian Grand Prix Corporation, including cost allocations and responsibilities.

In 2024/25 Bass Coast Shire Council contributed \$98,000 towards the MotoGP. As outlined in the 10-year agreement this funding is split between two key costs; Annual Traffic and Transportation Implementation Costs and Annual Cowes Entertainment Costs. The cash contribution outlined does not include the cost of officer time required for Council's responsibilities associated with the event.

The table below shows the cost shared between the two organisations. The total amounts are less a grant received from VicRoads for the traffic costs, and the sponsorship Council secured from BMW and industry contribution for the Cowes Entertainment precinct.

Annual Traffic & Transport Implementation Costs

Annual Traffic & Transport Implementation Costs		
AGPC	70%	\$101,105
BCSC	30%	\$43,330
Total		\$144,436
Annual Cowes Entertainment Costs		
AGPC	40%	\$36,638
BCSC	60%	\$54,552
Total		\$90,921

Stakeholders

Victorian Government

- Negotiates the agreement to retain the event in Victoria and will be required to provide funding for critical infrastructure upgrades at the Phillip Island Grand Prix Circuit.
- MotoGP has long been an advocacy priority for Council and will continue to advocate through formal correspondence, meetings with Ministers, and participation in tourism and major events forums.

Linfox Property Group

- Owner of the Phillip Island Grand Prix Circuit and responsible for contributing to capital improvements required for the event's sustainability.
- Council engages directly with the local operation to ensure alignment on infrastructure needs and community considerations.

Australian Grand Prix Corporation

- Event organiser and Council's primary operational partner.
- Council has a 10-year agreement with AGPC and meets regularly with senior executives and staff to review event delivery, traffic management, and community activation initiatives.

Liberty Media

- Acquired majority stake of Dorna Sports in July 2025, securing commercial rights to MotoGP and influencing the global calendar.
- Council has not had formal communication to date.

Destination Phillip Island

- The regional tourism organisation and key partner in leveraging the event for destination marketing and visitor economy growth.
- Council works closely and regularly with DPI to shape messaging, coordinate campaigns, and maximise tourism benefits associated with the event.

Conclusion

The Australian Motorcycle Grand Prix is integral to Bass Coast's economic and tourism landscape. Securing its future beyond 2026 will ensure continued benefits for local businesses, jobs, and global exposure. Council's proactive advocacy is essential to maintain this iconic event and its contribution to the region's prosperity.

Governing Documents

The following relevant strategies and documents were considered as part of the recommendation:

- 2025-29 Council Plan
- Economic Development Framework 2030
- Phillip Island and San Remo Destination Management Plan: Towards 2033
- Towards 2030 Gippsland Destination Management Plan

Attachments

Nil

8.6 Possible Eradication & Control Options for Rabbits, Feral Cats & Deer in Bass Coast

Division

Community & Culture

Council Plan Strategic Objective

Naturally Beautiful

Together we build resilience and protect and enhance our natural environment

Thriving Places

Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

Declaration

The author has no general or material interests in relation to this report.

Summary

This report responds to a Notice of Motion passed at the 17 September 2025 meeting of Council, calling for a report on possible eradication and population control options regarding rabbits, feral cats and deer in Bass Coast

Recommendation

That Council:

1. **Continue to discharge its responsibilities as a land manager, taking all reasonable steps to control pest animals on land owned or directly managed by Council**
2. **Continue to work with other agencies, and private land managers, toward efficient and effective regional control of feral cats, rabbits and deer**
3. **Consider, through its regular budgeting processes, increasing its investment in strategic pest animal control across the municipality, including advocacy, education and coordination of landscape-scale initiatives**

Background

In Victoria, rabbits, feral cats and feral deer are classified as pest animals under the *Catchment and Land Protection Act 1994 (CaLP Act)*. This imposes explicit legal responsibilities on all landholders—whether private, Crown, or public authorities—to control these species on their land. For example, with regards to rabbits, a landholder or land manager must:

- Take “all reasonable steps” to prevent spread of rabbits and eradicate them as far as possible
- Avoid causing land degradation that could impact neighbouring land
- Obtain permits for buying, moving, releasing, selling, or transporting rabbits

Further requirements and specific control options vary for each species. Controls are most effective when coordinated across land tenures, sustained over time, and informed by an understanding of the animal’s biology, behaviour and population dynamics.

Discussion

Rabbits

According to the Victorian Rabbit Action Network, rabbits impact over 300 native plant and animal species, and cost Victoria \$200 million in lost agricultural productivity every year. Even in low numbers, rabbits’ selective browsing of small and young plants at ground level can significantly impact the structure of native bush. Biodiversity in the understory starts to decline immediately, while the impact on larger trees and shrubs is more evident after a few years – as older mid-story and canopy trees decline and die, the lack of new seedlings surviving to take their place leads to a collapse of the vegetation community at every level.

In agricultural landscapes and domestic gardens rabbits can have a similarly transformative effect. Grazing pressure on pastures, crops and ornamental or edible gardens can be significant even at low population densities. In higher numbers, rabbits can strip vegetation cover completely, leaving soil exposed to erosion by wind and rain.

Rabbits seek out sheltered locations in which to develop warrens, often preferring dense thickets, weed infestations (e.g. blackberry), and under houses or other structures. If warrens are allowed to develop unchecked, they can lead to serious undermining of tree root systems, house stumps, etc.

Since the release of around 24 individuals in Victoria in 1859, the European rabbit (*Oryctolagus cuniculus*) has spread faster in Australia than anywhere else in the world, and faster than any other species introduced to Australia. Within 50 years, they were established in every habitable region of the continent. By the 1940s, Australia’s was home to billions of rabbits.

In the 1950s, CSIRO released myxomatosis, which was effective in reducing rabbit numbers by 99% within months. However, before the end of that decade, rabbits were already developing resistance and populations were gradually recovering.

While rabbit numbers have never returned to their mid-century peak, the pattern has since been repeated with successive CSIRO releases of biological control viruses: an initial population crash, followed by a steady recovery as rabbit populations gradually build immunity.

The obligation to control rabbits rests with every land owner and land manager, and is enshrined in legislation. In Victoria, rabbits are classified as established pest animals under the *Catchment and Land Protection Act 1994 (CaLP Act)*. This imposes explicit legal responsibilities on all landholders—whether private, Crown, or public authorities—to control rabbits on their land. Best practice rabbit control requires a systematic and sustained approach, with action coordinated across property boundaries to a regional scale.

A range of control options are available, each with its own limitations with regards to implementation and effectiveness.

Rabbit Control Methods

Method	How It Works	Limitations
Poison Baiting (e.g., 1080, Pindone)	Rabbits consume poisoned bait (carrot or oat substrates) leading to death.	Requires large land area; risk to non-target species; permits needed; resistance possible.
Warren Destruction (Ripping, Implosion)	Physically destroys rabbit burrows to prevent shelter and breeding.	Labor-intensive; costly; not feasible in rocky or built-up areas; requires follow-up.
Fumigation	Gas pumped into burrows to kill rabbits inside.	Limited to accessible warrens; less effective if burrows are complex or reopened later.
Harbour Removal	Clearing vegetation (e.g., blackberry) that provides cover for rabbits.	Time-consuming; may require ongoing maintenance; can disturb native habitat.
Shooting	Direct removal of animals using firearms.	Inefficient for large populations; safety concerns in residential areas; only viable in open landscapes.
Trapping (Cage or Leg-hold)	Captures animals alive for removal or euthanasia.	Labor-intensive; only removes naïve individuals; neophobic animals persist; animal welfare concerns.
Biological Control (Viruses: RHDV, Myxomatosis)	Introduces disease agents to reduce rabbit populations.	Effectiveness declines over time due to resistance; requires CSIRO management; cannot eradicate completely.
Exclusion Fencing	Physical barrier preventing animal movement into sensitive areas.	Expensive; requires ongoing maintenance; ineffective if not combined with other methods.

Rabbits reach reproductive maturity at 3 months of age, meaning that under favourable conditions one pair of rabbits can become 184 rabbits in 18 months. Control measures that are not of sufficient scale risk reinvasion from neighbouring areas, while efforts that do not reduce population numbers by over 90% will be short-lived.

In time, high rabbit populations tend to support high predator populations (i.e. foxes, feral cats). However, due to their ability to breed rapidly, total rabbit numbers are relatively unaffected by this predation. The eradication of foxes is therefore not a significant factor driving current rabbit populations on Phillip Island. Having co-evolved with foxes for millennia, rabbits are more than capable of sustaining high populations with or without foxes present. This is further evidenced by the fact rabbit populations are currently enjoying a resurgence across many regions of Australia where conditions are favourable, including mainland Bass Coast.

Rabbit abundance is principally dependent on the combination of available feed (driven by consistent rainfall), available shelter (i.e. warrens and other harbour) and evolving immunity to disease.

Anecdotal reports strongly suggest a significant increase in rabbit populations in many parts of Australia in recent years. The population status and trend in Bass Coast are difficult to quantify empirically, as no ongoing surveys exist from which to measure population trends. For best effect, any rabbit control project should be informed by initial surveys to establish numbers, warren locations, etc; as a basis for selecting control methods and allocating resources.

Feral Cats

Domestic cats were introduced to Australia with the First Fleet and colonised the entire continent within 70 years. Today Australia is home to 3.8 million pet cats, and 2.8 - 5.6 million feral cats (depending on environmental conditions). While feral cats live wild in the bush and urban areas, they are exactly the same species as domestic cats – *Felis catus*.

Cats are one of Australia's most destructive invasive species. They occupy 99.9% of mainland Australia and are found on nearly 100 islands, surviving in more habitats and over a wider area than any other introduced species, including rabbits and foxes. Preying on native mammals, birds, reptiles, frogs and insects, feral cats are credited with driving extinction of over 25 native mammal species and severely impacting 200+ threatened species. They are listed as a 'key threatening process' under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

The Threatened Species Recovery Hub describes the annual toll of cats in Australia as follows:

- A feral cat in the bush – 791 mammals, birds, reptiles and frogs/year and 371 invertebrates/year
- A feral cat in urban area – 449 mammals, reptiles and birds/year
- A pet cat that can roam and hunt – 186 mammals, reptiles and birds/year

The combined toll from feral and domestic cats across Australia amounts 2 to 2.6 billion animals per year. Feral cats are typically more abundant in and around urban areas, where food sources and shelter are more consistently available.

Since 2018, feral cats are a declared pest under the *Catchment and Land Protection Act* on public land managed by DEECA, Parks Victoria, Alpine Resorts Management Board, and Phillip Island Nature Parks. However, eradication of feral cats is complicated by the mosaic of urban and natural landscapes, and the interplay between feral and domestic cat populations, which severely limit control options.

Feral cats are known to prey on rabbits. Rabbit abundance can therefore support feral cat populations, under normal conditions. Integrated planning of rabbit and feral cat control measures is recommended, to avoid 'prey shifting'. For example, on Phillip Island a sudden decline in rabbit numbers (e.g. due to successful controls) could prompt feral cats to increase their predation on readily available native species such as shearwaters, penguins, and bandicoots.

Feral Cat Control Methods

Method	How It Works	Limitations
24-hour Cat Curfew	Restricts domestic cats from roaming outdoors, reducing predation and hybridization.	Requires strong community compliance and enforcement; does not address existing feral population.
Targeted Shooting	Direct removal of feral cats in non-built-up areas using firearms.	Not viable in urban areas; safety concerns; labor-intensive.
Cage Trapping	Uses baited cages to capture cats alive for rehoming or euthanasia.	Only catches naïve individuals; neophobic cats persist; high labor and monitoring required.
Leg-hold Trapping	Rubber-lined traps triggered by treadle mechanism to restrain cats.	Animal welfare concerns; requires permits; risk to non-target species.
FelixR System	Motion-activated AI camera applies toxic gel to cat fur for ingestion during grooming.	Requires ministerial approval; limited to specific tenures; only approved if eradication feasible within 3 years.

Bass Coast Shire's domestic cat curfew is consistent with best practice. Containing pet cats within the private property boundary protects pets from injury and disease and minimises risk of exposure to feral cat control measures. Desexing domestic cats is also an important measure that can help contribute to control of feral populations.

Council can continue to support feral cat control through a range of measures:

- Maintain and enforce cat curfews across the shire.
- Support community education on responsible pet ownership.

- Expand partnerships with PINP and BCLN for coordinated control.
- Investigate emerging technologies for targeted eradication in priority biodiversity sites.

Feral Deer

Feral deer populations in Victoria have expanded significantly over recent decades, creating ecological, economic, and social challenges. They are considered an invasive species but are also listed as a protected species by the State Government, meaning control requires a permit.

Feral deer are a growing invasive threat in Victoria, causing significant ecological damage and safety risks. Control is complicated by legal protections, high costs, and the need for coordinated, multi-tenure strategies. Current efforts focus on managing priority sites and trialing innovative methods, but eradication is not considered feasible on mainland Australia.

Deer are more prevalent in hilly and forested regions, including parts of Bass Coast and surrounding areas. Populations have grown due to lack of natural predators and restrictions on broad-scale control.

The impacts of feral deer can be summarised as follows:

- Environmental:
 - Browsing and trampling damages native vegetation and hinders regeneration.
 - Soil disturbance in sensitive habitats, erosion of steep slopes and degrading waterways through wallowing and sediment runoff.
 - Competition with native herbivores for food and habitat.
- Agricultural:
 - Direct crop damage and pasture loss.
 - Fence destruction and water source contamination.
- Public Safety:
 - Increased risk of vehicle collisions.
 - Aggressive behavior during rutting season in peri-urban areas.

All deer species are classified as “protected wildlife” under the *Wildlife Act 1975*. Certain species – Sambar, Fallow, Red, Hog, Rusa, Sika deer (and hybrids) – are additionally categorized as “game animals”, permitting regulated hunting.

Some deer are declared pest animals under the *CaLP Act*, meaning landholders must take reasonable steps to control them.

A recent Independent Review of the *Wildlife Act 1975* included a Recommendation (5.4) that:

- The Victorian Government should pursue a declaration to list all deer as a pest animal under the *Catchment and Land Protection Act 1994 (CaLP Act)*.

This recommendation was not supported. In the Victorian Government’s response to the *Wildlife Act Review*, it stated:

- All deer species are prohibited pest animals under the *CaLP Act* - other than 8 species. These 8 species are classified as wildlife. Also, 6 of these 8 species are classified as game.
- The current arrangements are not a barrier to effective deer control.

Deer Control Methods

Method	How It Works	Limitations
Permit-based Shooting	Licensed shooters remove deer under state-issued permits.	Deer are protected species; permits required; limited access; public safety concerns.
Site-based Approach	Focus control on priority biodiversity or amenity sites.	Does not achieve landscape-scale eradication; resource-intensive.
Landscape-scale Approach	Coordinate efforts across large areas for population reduction.	Eradication on mainland considered infeasible; requires multi-tenure cooperation.
Lure/Enclosure System	Uses attractants and enclosures to concentrate deer for efficient shooting.	Still experimental; effectiveness varies; requires skilled operators.

Sustainability Implications

Pest animals such as rabbits, feral cats and deer undermine the economic, social and environmental sustainability of Bass Coast every day. As farmers, land managers and native ecosystems continue to grapple with the impacts of a changing climate, the added pressure of invasive species only compounds the challenge of sustaining productivity and a healthy environment.

Finances

A 2021 CSIRO study found that pest plants and animals cost Australia \$24.5 billion a year, or 1.26% of GDP. The report concludes feral cats are the worst invasive species in terms of total costs (\$18.7 billion since 1960), followed by rabbits and fire ants.

Between 2020 and 2021, rabbits alone were estimated to have an annual economic impact of \$197 million nationally.

Australian farmers are spending approximately \$3.8 billion annually on pest animal management, or an average of \$7,023 per farm.

Bass Coast Shire Council spends approximately \$30,000 per year on pest animal control, on land directly managed by Council. In addition, Council provides direct support for volunteer groups who undertake works on public land (e.g. Coastcare, Friends groups). Under a formal Partnership Agreement with Council, Bass Coast Landcare Network respond to public inquiries regarding pest plant and animals, and work with Council officers to establish joint work plans in relation to pest control.

Stakeholders

- **Agriculture Victoria** provides guidance, permits (baiting, etc), and compliance oversight
- **Partnerships** support coordinated, landscape-scale control
 - Bass Coast Landcare Network (BCLN) & local landcare groups: provide information and advice to landholders, coordinate on-ground works, host a Bass Coast Rabbit Strategy
 - Phillip Island Nature Parks (PINP) actively control feral cats and rabbits on public land across Phillip Island (Milawul), liaise with Council staff to align works on neighbouring land, partner on innovative projects (e.g. Sunderland Bay Rabbit Exclusion Fence)
 - Victorian Rabbit Action Network (VRAN) & local Rabbit Action Groups

Conclusion

Feral cats, rabbits and deer present a significant and growing threat to the productivity and natural beauty of Bass Coast.

Like all land managers, Council has a legislated responsibility to manage pest animals, prevent their spread, and eradicate them as far as possible. Understanding cats, rabbits and deer are now well established throughout Australia, and considering how readily they spread through the landscape, efforts to completely eradicate them locally are not feasible. Efforts in Bass Coast should instead focus on keeping pest animal populations contained, such that their impacts on agricultural productivity and native ecosystems are minimised.

Council, at its discretion, could elect to play a larger role in supporting other land managers across the shire in a coordinated approach to pest animal management. A targeted and sustained investment in strategic pest animal control, in partnership with local agencies, private landholders, and adjoining municipalities, could yield dividends for generations to come by limiting the damage caused to farm productivity and natural systems.

Governing Documents

Commonwealth

Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)

State

Catchment and Land Protection Act 1994 (CaLP Act)

Includes *Catchment & Land Protection Regulations 2002/2012/2022*, detailing control responsibilities

Domestic (Feral and Nuisance) Animals Act 1994

Prevention of Cruelty to Animals Act & Regulations 2019

Wildlife Act 1975

Wildlife (Game) Regulations 2024 & Wildlife Regulations 2024

Governor-in-Council Orders (via Wildlife Act amendments)

- 2013 & 2018 Orders allow deer control on private land without licence
- 2022 Public Land Order authorizes deer control on public land by managers until 2025

Local - Bass Coast Shire Council

Domestic Animal Management Plan 2025

Biodiversity Biolinks Plan 2028

Attachments

Nil

8.7 Investment Policy Update

Division

Innovation & Engagement

Council Plan Strategic Objective

Visionary Leadership

Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

Declaration

The author has no general or material interests in relation to this report.

Summary

The purpose of this report is to obtain Council endorsement for the proposed amendment to the Investment Policy (the Policy).

The proposed policy is consistent with the current policy and includes a minor amendment which will improve transparency and reporting of the \$ value of the opportunity cost of Council's fossil fuel divestment. The Policy includes a requirement for Council to report as part of its Quarter Four Financial Report, a comparison of the actual investment returns for the financial year with the best alternative returns (including those from banks who invest in fossil fuels).

The proposed Policy (Attachment 1) is underpinned by the following policy objectives:

- Preservation of capital including consideration of counterparty risk ratings and appropriate portfolio diversification.
- Maximisation of returns (noting the 0.5% incentive to invest in institutions that do not fund entities engaged in fossil fuel extraction) and
- Fossil fuel divestment.

The Audit and Risk Committee reviewed the proposed investment Policy at the meeting of 26 November 2025 and have noted this policy for consideration and adoption by Council at a future meeting.

Recommendation

That Council:

1. **Endorses the proposed amendment to the Investment Policy AND**
 2. **Adopt the proposed Investment Policy with immediate effect.**
-

Background

Council reviewed its Investment Policy in 2023 and as part of this review made a significant change that was targeted at increasing fossil fuel divestment as required by Action 35 of Council's Climate Change Action Plan. This change involved:

- a significant increase from 0.3% to 0.5% in the margin for preferencing fossil fuel divestments and
- An increase in the asset quality risk tolerance by:
 - Allowing for increased investment in banks that have lower credit ratings (A+ to A from 20% with one institution to 30%), (A- to BBB+ from 10% to 15% with one institution) and
 - By increasing the portfolio cap of 10% for BBB to BBB- banks to 15%.

These changes have assisted and made it easier for Council to divest funds from banks who support the fossil fuel industry. The financial risk parameters that are applied to individual banks and the portfolio have been reviewed, and no substantive changes are being proposed. Noting that there has been some adverse media coverage and community concern about the 0.5% margin that is applied to preference non fossil fuel institutions, Council will report on actual returns compared to the best available returns as part of its fourth quarter Financial Report (the actual cost in the 2024-25 financial year was \$10,000).

Discussion

Following a significant review in 2023, the Policy has been re-assessed with a view to confirming the appropriateness of the settings and that the actual cost impact was more moderate than the implied rate preference of 0.5% for non-fossil fuel banks implied.

The analysis highlighted that Council has, notwithstanding the significant margin of 0.5% for preferencing fossil fuel divestment, ensured that funds are placed with financial institutions following a thorough competitive quotation process. Officers have also tracked the investment placements since the policy came into effect, and it is pleasing to note that the financial cost over an 18-month period is a relatively modest \$10,000 (or an average difference of 0.03% per annum). Council's investment performance has consistently outperformed the RBA bank rate with yields tracking approximately 0.75% higher than the bank rate over the last 18 months. This has contributed approximately \$270,000 to the favourable interest received to budget variance of \$770,000 in 2024-25 with the remaining \$500,000 due to higher than projected funds being available for investment.

The Policy has been amended to include a requirement for Council to report annually as part of its Quarter Four Financial Report, a comparison of the actual investment returns for the financial year with the best alternative returns (including those from banks who invest in fossil fuels). This additional transparency ensures that the community is informed of the cost of complying with the Investment Policy.

Sustainability Implications

The proposed Policy responds to the urgency of mitigating climate change by maintaining Council's commitment to fossil fuel divestment. This will be achieved by maintaining the 0.5 % incentive to place funds with banks that do not invest in fossil fuels and having a less concentrated portfolio which enables Council to place funds in second tier banks that do not invest in fossil fuels.

Finances

Adoption of the proposed Policy will not have a material impact on Council's annual investment yields and its long-term credit exposure. An analysis of the actual performance of the investment portfolio applying this policy and the best alternative returns available has confirmed that the cost impact of the fossil fuels diversion was a modest \$10,000 in the financial year ending 30 June 2025. This equates to 0.03% per annum (rather than the 0.5% per annum allowed under the Policy) and reflects the focus on obtaining multiple quotations to ensure funds are placed at competitive yields.

Stakeholders

This is a Council led review of the Investment Policy that aligns with the direction provided by the Climate Change Action Plan. Key stakeholders impacted by the Policy include Councillors, Bass Coast residents and ratepayers, financial institutions that Council invests in or does not invest in.

Conclusion

The proposed Investment Policy retains its focus on the fundamental capital preservation objective. The portfolio settings are consistent with the adjustments made when the Policy was reviewed in 2023.

The Policy enables Council to potentially divest entirely from fossil-fuel aligned financial institutions at a small cost to Council's annual investment return (Actual opportunity cost in 2024-25 was \$10,000).

It is recommended that Council adopt the proposed Policy to continue providing leadership with its Climate Change Action Plan.

Governing Documents

- Investment Policy
- Climate Change Action Plan

Attachments

- I. Investment Policy - December 2025 [8.7.1 - 5 pages]

Investment Policy



Document Information

Type	Council Policy
Mayor	(Governance to insert signature and name post adoption)
Date Adopted	Council Meeting date month year (Governance to complete date month year post adoption)
Responsible Officer	Manager Financial Services
Review Period	At least once every 4 years
Version Number	4

Gender Impact Assessment (GIA) Statement

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment (GIA) has been undertaken when developing this policy.

Purpose

Council has an investment portfolio of over \$50 million. This portfolio is comprised of prior year appropriations for specific purposes, deferred income allocations, capital works carry overs, and accumulated surpluses and allocations to general purpose strategic reserves.

These funds are invested under delegated authority by the Manager Financial Services and investment decisions are informed by the policy objectives, to preserve capital, maximise returns and fossil fuel divestment.

The purpose of Council's Investment Policy is to ensure that:

- Responsible Council officers invest surplus funds with approved financial institutions.
- Investment transactions are appropriately authorised and documented.
- Effective controls are in place to minimise investment risk.
- Funds are invested in accordance with legislative and Council requirements.
- Investment decisions consider multiple risk factors that mitigate Council's exposure to associated financial risk.
- The return on surplus funds is enhanced through the prudent investment of funds while sufficient liquidity is maintained to meet Council's day to day operational commitments.
- Council considers opportunities to divest from financial institutions that fund fossil fuel companies.

Investment Policy

Scope

The policy applies to Council's Investment Portfolio, which is managed under delegation by the Manager Financial Services.

Objectives

The key policy objectives are:

Preservation of capital

Investments must be placed in a manner that safeguards the investment portfolio. This includes limiting Council's risk exposure to specific counterparties by setting threshold limits within the portfolio and the use of credit ratings to assess individual counterparty asset quality.

Maximisation of returns

Investments should be placed in a manner that maximises the return on capital. This includes the use of competitive quotations, assessment of returns over different terms and consideration of asset quality and portfolio risk when placing funds with counterparties.

Fossil fuel divestment

Council is prohibited from direct investments in fossil fuel companies. A 'fossil fuel company' is a company involved in the extraction, transportation, transmission, distribution, combustion, trade, or storage of any fossil fuels (coal, gas, oil) or fossil fuel-based electricity.

- Council will preference investments with financial institutions that do not fund fossil fuel companies to the maximum extent that is compliant with the need to preserve capital and maximise returns. Investing with such institutions is permitted provided the interest rate is within 0.5% of the best available rate quoted using the process outlined in the Statement section of the policy.
- Where an investment with a financial institution that funds fossil fuel companies is necessary to comply with the need to preserve capital and maximise returns, Council will preference financial products that have received third-party certification as being screened from fossil fuel companies. If such a product is not available, then and only then may Council invest with a financial institution that funds fossil fuel companies.
- In determining which financial institutions and products fund fossil fuel companies Council will conduct its own due diligence and may refer to assessments by independent organisations that gather this data, such as Market Forces, Reclaim Finance and the Climate Bonds Initiative.

Community benefit

Investments should be placed in a manner that provides Community Banks within the Shire access to Council investments. Community Banks play a role in funding local community projects.

Council will, subject to the investment portfolio limits, support local Community Banks by investing some of its surplus funds where the quoted rate is within 0.5 % of the best available rate quoted using the process detailed in the Statement section of the policy.

Investment Policy

Statement

The detailed application of the policy objectives is set out below.

Preservation of capital

Investments must be placed in a manner that safeguards the investment portfolio. This includes managing credit and interest rate risk within defined thresholds and parameters.

In determining the institutions that Council will invest in, investments with institutions that have the following credit ratings (or equivalent) will be made, subject to the limits below.

Long Term Credit Rating		Short term Credit Rating		Maximum % of Funds with one institution	Maximum % of total investment	Maximum term
Moody's	Standard and Poors	Moody's	Standard and Poors			
Aaa to Aa3	AAA to AA-	P1	A-1+	60%	100%	2 Years
A1 to A2	A+ to A	P1/P2	A-1	30%	100%	2 Years
A3 to Baa1	A-to BBB+	P2	A-2	15%	80%	2 Years
Baa2 to Baa3	BBB to BBB-	P3	A-2/A-3	5%	15%	1 Year

If a different level of rating is applied by one of the Rating Agencies, the lower of the ratings will be utilised by Council in assessing the rating of that financial institution for investment purposes.

If any of Council's investments are with an institution whose credit rating has been downgraded such that they no longer fall within these ratings, they will be divested at maturity or as soon as practicable.

If at any time Council's investment holdings with a single institution exceed maximum fund allocations due to changes in the total investment portfolio of Council, funds will be divested at maturity or as soon as practicable.

Maximisation of Returns

Investments should be placed in a manner that maximises the return on funds, considering the need to maintain liquidity. Returns on investment will be maximised as follows:

- Investing any surplus cash in term deposits
- Term Deposit quotes may be sought from intermediaries who source deposit rates from a wide range of banking institutions.
- As a minimum, three quotes are required before investing or re-investing funds and the best possible interest rate will be selected, subject to the limits outlined in this policy. These limits apply at the time of investment.

Investment Policy

- To establish appropriate and objective measures of performance, the following benchmarks have been set:
 - Cash on call – 11 am Cash Rate (as per banking contract)
 - Other Investments – RBA Cash Rate plus 25 basis points Authority and delegation

Authority and delegation

The Manager Financial Services has overall responsibility for managing Council's cash balances, approving and advising Council on investment performance and ensuring compliance with this policy. Investment recommendations are provided by Finance officers and approval of any investment is as follows:

- Investment recommendations are reviewed and authorised by the Manager Financial Services.
- In the absence of the Manager Financial Services, the investment recommendations are reviewed and authorised by an officer who is acting in this role.

When acting under the provisions of this policy, Council staff should always consider an appropriate balance between risk and return and act as a steward of Council funds.

Transfer of Funds

Funds are transferred electronically and will be authorised by two officers who have delegated authority to approve transfers from the general bank account.

All term deposit interest earned on investments being rolled over must be redeemed to Council's general bank account at the time of maturity.

Reporting

An investment report will be presented to the Council as part of the public facing Quarterly Financial Report. This report provides the following details on the current investment portfolio:

- funds invested
- counterparties
- maturity dates
- interest rates
- weighted average return
- statement confirming compliance with the investment policy during the period
- indication of financial institution's fossil fuel status

It is proposed to include in the Quarter Four financial report, a comparison of the actual investment returns for the financial year with the best alternative return (including from banks that invest in fossil fuels). This will provide the community with a transparent report on the financial cost of this policy.

Investment Policy

Related Legislation, Associated Information and Resources

Legislation

All investments must comply with Section 103 of the Local Government Act 2020 (LGA). This limits investments to being:

- In Government securities of the Commonwealth
- In Securities guaranteed by the Government of Victoria
- With an authorised deposit-taking institution (ADI)
- With any financial institution guaranteed by the Government of Victoria
- On deposit with an eligible money market dealer within the meaning of the Corporations Act
- Any other manner approved by the Minister, either generally or specifically to be an authorised manner of investment for the purposes of this section.

Revision History

Date	Version	Revision Description	Administered
18 March 2020	2	Full review	Council
23 November 2022	2.1	No substantive changes. Administrative update to reflect the change of <i>Local Government Act 2020</i>	Audit and Risk Committee
13 December 2023	3	Full review	Council
10 December 2025	4	Full review	Council

8.8 Award of Tender No. 25011 One Council CiA Panel of Suppliers**Division****Innovation & Engagement****Council Plan Strategic Objective****Visionary Leadership**

Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

Declaration

The author has no general or material interests in relation to this report.

Summary

This report to Council presents the outcome of the tender evaluation for Tender No 25011 – OneCouncil CiA Panel of Suppliers.

This tender was required to continue the critical and specialised IT services required by council and to replace the previous OneCouncil CiA Panel of Suppliers which expired on 6 July 2025.

A panel, consisting of three Council officers plus Panel Chair, was formed for the purpose of tender evaluation.

The objective of the Evaluation Panel was to assess the tender submissions against the selection criteria and identify preferred tenderers for the purpose of assisting the Council in reaching a tender award decision.

The Evaluation Panel concludes that, subject to successful negotiation of Tenderer's proposed contractual deviations, recommend that Council appoint the Tenderers listed below to form the OneCouncil CiA Panel of Suppliers as they meet the service requirements and will provide Council with value for money:

- Technology One Limited
- Avec Global Pty Ltd
- Galaxy 42 Pty Ltd (Atturra Business Applications)
- UpgradeYou Pty Ltd
- Llanluas Consulting Pty Ltd
- KPMG Australia Technology Solutions Pty Ltd (KPMG Australia)
- The Trustee for Ladd & Associates (Ladd & Associates Pty Ltd)

This Report contains an attachment which is declared to be confidential under Section 125, of the *Local Government Act 2020* (the Act) in line with Council's Tender and

Contract Confidentiality Policy. Sections 108 and 109 of the Act were considered as part of the tendering process.

Recommendation

That Council:

- 1. Accept the tender submissions and, subject to successful negotiation of Tenderer's proposed contractual deviations, appoint the following Tenderers to form the OneCouncil CiA Panel of Suppliers:**
 - **Technology One Limited**
 - **Avec Global Pty Ltd**
 - **Galaxy 42 Pty Ltd (Atturra Business Applications)**
 - **UpgradeYou Pty Ltd**
 - **Lànluas Consulting Pty Ltd**
 - **KPMG Australia Technology Solutions Pty Ltd (KPMG Australia)**
 - **The Trustee for Ladd & Associates (Ladd & Associates Pty Ltd)**
 - 2. Accept the Schedule of Rates provided in each of the tender submissions, for a contract term of three (3) years with an extension option of up to maximum one (1) year at the discretion of Council.**
 - 3. Authorise the Chief Executive Officer to execute Contracts, subject to successful negotiation of contractual deviations, between Council and the consultants listed in Recommendation 1.**
-

Background and Context

Bass Coast Shire Council invited tenders for suitably experienced consultants to establish a panel of appropriately qualified consultants to manage and coordinate specified requirements for any CiA OneCouncil (enterprise software for local government) modules, either implemented or still to be implemented at Bass Coast Shire Council.

This tender was required to continue the critical and specialised IT services required by council and to replace the previous OneCouncil CiA Panel of Suppliers which expired on 6 July 2025.

Tender Process

- This Tender was publicly advertised through *The Age* on Tuesday 26 August 2025
- Social Media - LinkedIn from Wednesday 27 August 2025
- *eTender Website* on Wednesday 27 August 2025

Tenders closed at 2pm on Wednesday 17 September 2025 and Council received seven conforming tender submissions.

Evaluation Process

The conforming tenders were assessed on the following evaluation criteria and weightings:

Table I – Evaluation Selection Criteria	
Criterion	Weighting
Mandatory	
Integrated Management System	Pass/Fail
Risk, Insurance and Registration	Pass/Fail
Weighted	
Price	30%
Previous Related Experience & Referees	30%
Capacity – Staff Resources, Customer Service Delivery and Consultation	20%
Methodology & Approach	10%
Benefit to Bass Coast Shire Local Economy & Social Procurement Outcomes	10%

An Evaluation Panel consisting of three Council Officers was formed. The panel was chaired by an Officer from the Procurement Team who oversaw the process and did not score the tenders.

Each tender passed the mandatory selection criteria.

For the tender submissions received, each panel member independently assessed the submissions and scored the criteria out of a maximum possible ten points. Following the initial independent evaluation, the Panel met to discuss their independent scores and arrived at a consensus on final scores for each criterion. The scores were then multiplied by the relevant weighting to obtain final scores.

The Panel assessed the technical merit of each Tender against the requirements of the Brief and the selection criteria. This enabled the identification of key differences in the Tenderers' project strengths and areas of expertise. The Panel identified issues for further review and sought additional information.

Due to the specialised nature of the works, the pool of potential Tenderers was limited, and no local consultants submitted a tender. Consequently, the criterion of Benefit to Bass Coast Shire Local Economy & Social Procurement Outcomes reflects the specialised IT functions required, which can be delivered remotely. In relation to Social Procurement Outcomes, five tenderers demonstrated strong social performance, aligning with Council's commitment to achieving its social procurement objectives.

Reference checks were carried out as part of Council's standard tender process. This confirmed that the Tenderers have the capacity, relevant experience and capabilities to undertake the services required. The panel did not require reference checks for Tenderers who have delivered other successful projects for Council, under the previously expired OneCouncil CiA Panel of Suppliers.

The final weighted scores are set out in Table 2.

Table 2 – Final Weighting Scores				
No.	Name	* Price Score %	# Non-Price Score %	Total Score %
1	Technology One Limited	23.20%	56.00%	79.20%
2	Avec Global Pty Ltd	30.00%	49.00%	79.00%
3	Galaxy 42 Pty Ltd (Atturra Business Applications)	23.68%	50.67%	74.35%
4	UpgradeYou Pty Ltd	28.13%	45.67%	73.79%
5	Lànluas Consulting Pty Ltd	23.02%	50.67%	73.69%
6	KPMG Australia Technology Solutions Pty Ltd (KPMG Australia)	21.43%	51.33%	72.76%
7	The Trustee for Ladd & Associates (Ladd & Associates Pty Ltd)	29.12%	38.67%	67.78%

* The higher the price score – lower the tendered price.

The higher the non-price score – represents better capability and capacity to undertake the service.

The recommended Tenderers provided sound submissions in terms of their responses to the technical criterion Previous Related Experience and Referees; Capacity; and Methodology & Approach, which justifies their inclusion on this panel, subject to successful negotiation of Tenderer's proposed contractual deviations.

Contract Management

Coordinator Business Systems will act as Contract Supervisor for the panel of contracts. Authorisations of variations will be in accordance with the Council's current Procurement Policy.

Duration of Contract: Three (3) years from the agreed commencement date.

Extension options: Up to one (1) year at Council's discretion.

Finances

This panel contract is a multi-year arrangement and will be funded through Business System's annual implementation budget which will be subject to the service delivery requirements of the roadmap. The proposed contracts will be Schedule of Rates contracts with no guarantee of the value or quantity of works to be issued.

The total estimated value of the services to be provided under the proposed OneCouncil CiA Panel of Suppliers is approximately \$750,000 (GST exclusive) over the proposed contract term (including extension options). This figure is based on the current spend and considers future service delivery requirements for Business Systems.

Estimated Budget Expenditure by Financial Year	GST Exclusive
2025/2026	\$187,500
2026/2027	\$187,500
2027/2028	\$187,500
2029/2030 (extension option)	\$187,500
Total estimated contract term amount (including extension option)	\$750,000

The budget available for the contract panel, including the extension option, is estimated to be approximately \$750,000 (GST exclusive). This spend is subject to Council's service requirements and will be funded through the Business Systems department.

Stakeholders

The stakeholders for this tender include:

- Bass Coast Shire Council
- Residents
- Ratepayers

Conclusion

The Tender Evaluation Panel Report is attached.

The panel report concludes that, subject to successful negotiation of Tenderer's proposed contractual deviations, the following Tenderers will meet the service requirements under the OneCouncil CiA Panel of Suppliers:

- Technology One Limited
- Avec Global Pty Ltd
- Galaxy 42 Pty Ltd (Atturra Business Applications)
- UpgradeYou Pty Ltd
- Lànluas Consulting Pty Ltd

- KPMG Australia Technology Solutions Pty Ltd (KPMG Australia)
- The Trustee for Ladd & Associates (Ladd & Associates Pty Ltd)

And will provide Council with value for money for the following reasons:

- They achieved sound scores based on the method of evaluation.
- They have the capability, experience and expertise to deliver the required services in accordance with the requirements of the Brief.
- They have demonstrated strong evaluation performance.
- They offer flexibility in consultant selection.

Governing Documents

The entire tender process, commencing with development of the tender documents, through the invitation to tender, to evaluation of tenders received and culminating in the conclusion reached in this report, has been carried out in accordance with the provisions of:

- The Victorian Local Government Procurement Best Practice Guidelines
- Bass Coast Shire Council's Procurement Policy; and
- Bass Coast Shire Council Policy - Tender & Contract Confidentiality

Attachments

- I. CONFIDENTIAL REDACTED - 2501 | Tender Evaluation Report Appendices Signed [8.8.1 - 17 pages]

8.9 Award of Tender No 25024 - Union Theatre HVAC Upgrade**Division****Innovation & Engagement****Council Plan Strategic Objective****Visionary Leadership**

Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

Declaration

The author has no general or material interests in relation to this report.

Summary

This report to Council presents the outcome of the tender evaluation for Tender No. 25024 The Union Theatre – HVAC Upgrade.

A panel, consisting of three (3) Council officers was formed for the purpose of tender evaluation.

The objective of the Panel was to assess the submissions against the selection criteria and identify a preferred tenderer for the purpose of assisting the Council in reaching a tender award decision.

The Panel concludes that the tender submitted by Hirotec Maintenance Pty Ltd will satisfy the requirements of the service/works and will provide Council with best value for money.

This report recommends Council to accept the tender submission and award Contract No 25024 The Union Theatre – HVAC Upgrade to Hirotec Maintenance Pty Ltd.

This Report contains an attachment which is declared to be confidential under Section 125, of the *Local Government Act 2020* (the Act) in line with Council's Tender and Contract Confidentiality Policy. Sections 108 and 109 of the Act were considered as part of the tendering process.

Recommendation**That Council:**

- 1. Accept the tender from Hirotec Maintenance Pty Ltd and award Contract No 25024 The Union Theatre – HVAC Upgrade for the contract sum of \$899,000 plus GST of \$89,900.**
- 2. Allocate budget of \$220,000 from the Open Space Building and Painting Program for the delivery of WUCAC Electrical Supply Design.**
- 3. Authorise the Chief Executive Officer to execute Contract 25024 The Union Theatre – HVAC Upgrade between Council and Hirotec Maintenance Pty Ltd.**

Background and Context

This project involves the installation of a replacement HVAC system to ensure reliable, energy efficient and compliant climate control. The works include preliminaries such as mobilisation, site establishment and preparation of management plans; provision of required information and documentation to assist Council in obtaining the building permit; coordination of all necessary approvals, inspections, testing, and certifications; and completion of all handover requirements including as-built drawings, test reports, warranties, maintenance manuals and other compliance documentation.

Tender Process

This Tender was publicly advertised through a Public Advertisement in Age, eTenderBox and Social Media platforms (LinkedIn and Facebook). The tender period opened at 9:00am on Wednesday, 24 September 2025 and tenders closed at 2:00pm on Wednesday, 15 October 2025.

Council received a total of four (4) submissions. Two (2) of these submissions were non-conforming tender submissions.

Evaluation Process

The conforming tenders were assessed on the following evaluation criteria and weightings:

Table I – Evaluation Selection Criteria	
Criterion	Weighting
Mandatory	
Risk, Insurance and Professional Registration	Pass/Fail
Integrated Management System (Work, Health & Safety and Quality Assurance)	Pass/Fail
Weighted	
Price	25%
Benefit to Bass Coast Shire Local Economy & Social Impact and Gender Equality	10%
Construction Period & Methodology and Site Management Procedures	30%
Capacity – Proposed Contractor Resources, Sub-contractors, Plant & Equipment and Current Contractual Commitments	15%
Previous Related Experience and Referees	15%
Environmental Management	5%

An Evaluation Panel consisting of three (3) Council Officers was formed. The panel was chaired by a Procurement Team representative who facilitated the process and did not participate in scoring the tenders.

For the conforming tender submissions received, each panel member scored the criteria out of a maximum possible ten points. Following the initial independent evaluation, the Panel met to discuss their independent scores and arrived at a consensus on final scores for each criterion. The scores were then multiplied by the relevant weighting to obtain final scores.

The Panel assessed the technical worth of each tender against the specification requirements and the selection criteria, identified issues for further review, clarified issues with tenderers and sought additional information.

Due to the specialised nature of the works, there were fewer potential tenderers to provide benefit to the Bass Coast Shire Economy.

Extensive reference checks were carried out to assist the panel in its understanding and assessment of their tender. Following thorough discussion and consideration of all information provided, the Panel concluded that the tenderers have the capacity, relevant experience and capabilities to undertake the works required.

The final weighted scores are set out in Table 2.

Table 2 – Final Weighting Scores				
No.	Name	* Price Score %	# Non-Price Score %	Total Score %
1	Hirotec Maintenance Pty Ltd	25.00%	61.80%	86.80%
2	Tender B	20.53%	56.70%	77.23%

* The higher the price score – lower the tendered price.

The higher the non-price score – represents better capability and capacity to undertake the service.

Hirotec Maintenance Pty Ltd presented the lowest cost conforming tenders, and in accordance with the selection criteria present the best value to Council.

Hirotec Maintenance Pty Ltd has demonstrated good capability and strong experience delivering similar HVAC system units. Their tender submission shows a clear understanding of the evaluation criteria, supported by suitable referees. They provided a detailed construction program, detailed methodology, Work Health and Safety (WH&S) and environmental management plans.

With an experienced project team, broad subcontractor pool across all trades, and two projects concluding in February 2026 and one in June 2026, Hirotec Maintenance Pty Ltd is well positioned to manage the delivery of this project effectively.

Contract Management

The Manager from Infrastructure Services will act as Contract Superintendent for the contract and the Project Manager from Infrastructure Services will act as the Contract Superintendent's Representative. Authorisations of variations will be in accordance with the Council's current Procurement Policy.

Contract Commencement: 28 January 2026

Anticipated Contract Completion: 20 March 2026

Finances

This project is part of the Buildings Renewal Program included in the 2025/26 Capital Works Program. The available budget for this project is \$1,120,000 funded through the WUCAC Electrical Supply Design (\$900,000) and Open Space Building and Painting Program (\$220,000). The contract is fully funded by Council.

Table 3 – Finances	\$ GST Exclusive
Construction including permits and approvals (lump sum components)	\$899,000
Total Contract Sum	\$899,000
Internal Project Management costs (5%)	\$44,950
Contingency (19.58%)*	\$176,050
Total Budget	\$1,120,000

** Normal practice for a capital project is to allow for a contingency sum based on a percentage of the contract value. This contingency refers to unforeseeable costs, likely to be incurred during the contract, if required.*

This proposed contract amount is in line with the project estimate.

The total sum including contract price, contingency and project management fees is within the budget available for the Building Renewal Program in 2025-26.

Stakeholders

The stakeholders for this tender include:

- Bass Coast Shire Council
- Residents
- Ratepayers

Conclusion

The Tender Evaluation Panel Report is attached.

The panel report concludes that the tender submitted by Hirotec Maintenance Pty Ltd will provide Council with best value for money for the following reasons

- Achieved the highest score based on the method of evaluation.
- Demonstrated capability and strong experience delivering similar HVAC system units
- Demonstrated a clear understanding of the project criteria, supported by suitable referees.
- Provision of a detailed construction program, methodology, Work Health and Safety (WH&S) and environmental management plans.
- Demonstrated an established and experienced project team and subcontractor pool, and project delivery alignment.

Governing Documents

The entire tender process, commencing with development of the tender documents, through the invitation to tender, to evaluation of tenders received and culminating in the conclusion reached in this report, has been carried out in accordance with the provisions of:

- The Victorian Local Government Procurement Best Practice Guidelines
- Bass Coast Shire Council's Procurement Policy; and
- Bass Coast Shire Council Policy - Tender & Contract Confidentiality

Attachments

- I. CONFIDENTIAL REDACTED - 25024 Tender Evaluation Report [8.9.1 - 12 pages]

8.10 Appointments to Council Committees and External Committees

Division

Innovation & Engagement

Council Plan Strategic Objective

Visionary Leadership

Our communities flourish through leadership that is open and responsible, ensuring decisions serve the community's best interests, and comply with legislative obligations.

Declaration

The author has no general or material interests in relation to this report.

Summary

Council appoints representatives to several Council committees and external committees to meet legislative obligations, enhance its involvement in community activities, and advocate on behalf of the community.

This report recommends that Council appoints the Mayor and/or Councillor representatives to the Council committees and external committees.

Recommendation

That Council:

1. Appoints Councillor representatives to the following Council committees for a period of One Year:

Access & Inclusion Advisory Committee	One Councillor (Chair)
Arts & Culture Advisory Committee	One Councillor (Chair)
Bass Coast Natural Environment Advisory Working Group	One Councillor (Chair)
Chief Executive Officer Employment Matters Committee	Mayor and One Councillor (as a minimum) <i>With the exception of the independent Chair, Council may appoint more than two Councillors if it wishes to, however must not appoint other persons on the committee who are not Councillors.</i>
Rural Engagement Group (REG)	One Councillor (Chair)

2. Appoints Councillor representatives to the following external committees for a period of One Year:

Australian Coastal Councils Association Inc. (ACCA)	Mayor & Councillor substitute
Municipal Emergency Management Planning Committee (MEMPC)	One Councillor
Municipal Association of Victoria (MAV)	Mayor and Deputy Mayor substitute CEO (optional)
One Gippsland	Mayor or Councillor CEO
Peri Urban Group of Rural Councils (PUGRC)	Mayor or Councillor CEO
Phillip Island Nature Park Community and Environment Advisory Committee	One Councillor and Councillor substitute
South East Councils Climate Change Alliance	Mayor and Councillor substitute
Western Port Biosphere Reserve	One Councillor and Councillor substitute

3. If a Councillor is not appointed to any of these committees, a Council Officer may be appointed in their place by agreement and in accordance with the relevant Terms of Reference.

Background

The Mayor and Councillors participate in various Council committees and external committees, some of which are legislatively required, but most serve as an advisory role.

Committee involvement is important to contribute to strategic plans, connect with advocacy groups, stay informed on emerging issues, advise on diverse matters, and support Council Plan objectives. For consistency and expertise, it is recommended that Councillors continue serving on the same committees when possible.

Discussion

The following Committee no longer requires a Councillor representative.

Committee Name	Reason
Bass Coast South Gippsland Reconciliation Group	This is a community group that no longer requires an appointed Councillor as a representative. Councillors are welcome to participate voluntarily.

Sustainability Implications

There are no sustainability implications associated with this report.

Finances

Councillors participation in these committees is covered by their general reimbursement as outlined in the Council Support and Resources to Councillors Policy. These costs are contained within Councils' operating budget.

Stakeholders

- Councillors
- Community members
- Council Officers

Conclusion

A list of Council committees and external committees is presented for the Mayor and or Councillors to be appointed to.

Governing Documents

Local Government Act 2020

Attachments

1. Council Committees List [8.10.1 - 6 pages]
2. External Committees List [8.10.2 - 9 pages]

Council Committees



Committees	Function	Membership	Organised by	Meeting Schedule
Access & Inclusion Advisory Committee	To provide advice to Council on promoting and improving access and inclusion for people with disability living, studying or visiting Bass Coast.	<p>One Councillor (Chair)</p> <p>Team Leader Connected Communities Team Leader Connected Communities and Access and Healthy Ageing Officer appointed Community (people with disability, their families and/or carers) and Disability Service Provider representatives (who apply through an EOI process).</p> <p>Member terms conclude end of 2025 or early 2026, a EOI process will be conducted every time the term of membership of a member comes to an end.</p>	Team Leader Connected Communities	<p>2026 Dates to be organised with Councillor availability and portfolio holder.</p> <p>Occasional additional Meetings, if required for site visits or specific Council projects and initiatives.</p>

Committees	Function	Membership	Organised by	Meeting Schedule
Arts & Culture Advisory Committee	The purpose of this Arts and Culture Advisory Committee (ACAC) is to help Council identify community needs and priorities in relation to arts and culture	<p>Two Councillors (one Councillor is the Chair)</p> <p>Council’s Cultural Programs Coordinator and Visual Arts and Cultural Development Officer, representatives from community organisations and practicing artists.</p>	Cultural Programs Coordinator	Meets Quarterly

Committees	Function	Membership	Organised by	Meeting Schedule
<p>Audit and Risk Committee</p>	<p>The Audit and Risk Committee (the Committee) is an independent advisory committee to Council established under section 53 of the <i>Local Government Act 2020</i> (the Act). The Committee does not have any delegated powers, including executive powers, management functions or delegated responsibility.</p> <p>The committee’s role is to monitor, review and advise Council on the standard of its financial control, risk management and corporate governance.</p>	<p>Mayor & One Councillor</p> <p>The Committee is currently made up of three independent external members –</p> <ul style="list-style-type: none"> • Goran Mitrevski (Chair) • Janelle Howell • Vacant – Under Recruitment <p>The Chief Executive Officer, General Managers, Chief Financial Officer, and Manager Governance & Communications attend meetings to provide advice and information but are not members of the Committee.</p>	<p>Manager Governance and Communications</p>	<p>Audit and Risk Committee meets 4-5 times per year.</p> <p>Meetings will be held in March, May, September and November.</p>

Committees	Function	Membership	Organised by	Meeting Schedule
Bass Coast Natural Environment Advisory Working Group	The Natural Environment Advisory Working Group (the Working Group) has a role in working together to assist Council to progress the Bass Coast Shire Council Natural Environment Strategy 2016-2026. It provides an opportunity for an open and productive relationship between Council and community representatives with environmental interests, including biodiversity, sustainability and climate change.	One Councillor (Chair)	Manager Sustainable Environment	The Working Group will meet quarterly at a central location within the municipality.

Committees	Function	Membership	Organised by	Meeting Schedule
Chief Executive Officer Employment Matters Committee	<p>Responsibilities</p> <p>Undertaking the duties of the Committee as set out in the CEO Employment and Remuneration Policy, the <i>Local Government Act 2020</i>, any relevant Regulations and this Charter including advising Council on:</p> <ul style="list-style-type: none"> • Contractual matters relating to the CEO: <ul style="list-style-type: none"> - The appointment of the CEO or person to act as the CEO - Remuneration and conditions of appointment of the CEO or person to act as the CEO - Extension (ie, reappointment) of the CEO or person to act as the CEO. • Performance reviews of the CEO, including recommendations to Council as a result of performance reviews. 	<p>Independent chairperson and at least two Councillors, one of whom must be the Mayor.</p> <p>Council may appoint more than two Councillors if it wishes to, however must not appoint other persons on the committee who are not Councillors.</p>	Executive Assistant to Chief Executive Officer	<p>The Committee meets twice per year.</p> <p>Meetings for 2026 are yet to be determined and are scheduled to align with the mid-year and annual performance review of the Chief Executive Officer – anticipated around mid-late February and mid-late July.</p> <p>Dates are determined in consultation with the Independent Chair and Committee members.</p>

Committees	Function	Membership	Organised by	Meeting Schedule
Rural Engagement Group (REG)	Functions of the Rural Engagement Group include: <ul style="list-style-type: none"> • Discuss matters that impact on the rural sector • Provide an opportunity for increased networking and collaboration between key stakeholders in the rural sector • Provide advice to Council in relation to its strategic direction 	One Councillor (Chair) Representatives from: <ul style="list-style-type: none"> • Bass Coast Landcare • Victorian Farmers Federation • Food and Fibre Gippsland 	Coordinator Business and Industry Development	REG meets 4 times a year. Meetings usually in February/March, May, August & November. Meetings are usually held in Wonthaggi (central location). Meeting times are 12.30pm to 3.00pm with the first ½ hour for lunch and networking.

External Committees



Committee	Function	Membership	Council Contact	Meeting Schedule
Australian Coastal Councils Association Inc. (ACCA)	<p>The objectives of the ACCA:</p> <ul style="list-style-type: none"> To support and advance the interests of coastal councils and their constituencies. To provide national leadership in addressing the impact of the sea change phenomenon. To work collaboratively with local State and Federal Governments to develop a coordinated approach to managing population and tourism growth in coastal areas. To assist coastal councils to increase their capacity to respond to coastal issues including projected climate change impacts and adaption. 	<p>Mayor & Councillor substitute</p> <p>2 representatives per Councils from Queensland, South Australia, Tasmania, New South Wales, Victoria and Western Australia are participants.</p>	Mayor and Councillor Support	Annual Conference and other meeting dates to be determined.

Committee	Function	Membership	Council Contact	Meeting Schedule
Municipal Emergency Management Planning Committee	<p>The Bass Coast Municipal Emergency Management Planning Committee (MEMPC) works within a shared responsibility framework with agency and government partners to coordinate municipal emergency response, relief and recovery planning.</p> <p>The MEMPC is responsible for the development and review of the Municipal Emergency Management Plan, which identifies local all-hazards emergency arrangements and aligns to the Regional Emergency Management Plan and the State Emergency Management Plan.</p>	One Councillor	Coordinator Community Safety and Resilience	Quarterly Meetings

Committee	Function	Membership	Council Contact	Meeting Schedule
<p>Municipal Association of Victoria (MAV)</p>	<p>The Municipal Association of Victoria is the peak representative and lobbying body for Victoria's 79 councils. The MAV's role is to provide leadership to councils by supporting them to achieve the highest levels of respect and recognition through improved performance. The MAV is an organisation firmly committed to concepts of best practice, continuous improvement and increased autonomy for local government.</p> <p>The MAV focuses its activities on representing, promoting and advancing the interests of Victorian local governments. Campaigns include improved relations between local, State and Commonwealth Governments, better road funding and greater financial capacity.</p>	<p>Mayor and Deputy Mayor substitute</p> <p>CEO (optional)</p>	<p>Mayor and Councillor Support</p>	<p>3 Regional meetings per year, dates to be determined</p> <p>2 State Councils per year dates to be determined. Usually held in May and October of each year.</p> <p>Annual State Conference, dates to be confirmed but likely Oct/Nov.</p>

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ABN: 81 071 510 240

Committee	Function	Membership	Council Contact	Meeting Schedule
Myli-My Community Library	MYLI – My Community Library is a charitable and not-for-profit institution established and operated in Australia solely to establish and operate one or more Public Libraries to make available public library resources, services and programs aimed at meeting the needs of the community, local government, schools and other persons or institutions, so that they are supported to grow and thrive.	<p>One Councillor from Bass Coast Shire Council.</p> <p>Representatives from:</p> <p>Bass Coast Shire Council</p> <p>Baw Baw Shire council</p> <p>South Gippsland Shire Council</p> <p>Cardinia Shire Council</p> <p>3 Independent members</p>	General Manager Community and Culture	<p>The appointment is the individual councillor and the role cannot be delegated.</p> <p>Cr Jan Thompson was appointed 20 November 2024 Council Meeting for two years.</p> <p>Approximately 10 Board meetings per year, one of which is a two-day strategy session.</p>

Committee	Function	Membership	Council Contact	Meeting Schedule
<p>One Gippsland</p>	<p>One Gippsland is the peak regional advocacy body representing the Gippsland region and comprises the six Gippsland Councils and industry sector members.</p> <p>One Gippsland aims to connect the dots between government, business and community, while collectively working together to champion the interests of the region and the Gippsland people.</p> <p>One Gippsland is supported by a professional advocacy organisation, Collective Position.</p>	<p>Mayor or Councillor CEO</p> <p>Representatives from:</p> <p>Latrobe City Council Baw Baw Shire Council East Gippsland Shire Council South Gippsland Shire Council Bass Coast Shire Council Wellington Shire Council Food and Fibre Gippsland TAFE Gippsland Federation University Destination Gippsland Ltd Gunaikurnai Land and Waters Aboriginal Corporation</p>	<p>Executive Assistant to Chief Executive Officer</p>	<p>The 2026 meeting schedule is yet to be determined, however, meetings are held bi-monthly between February and November, typically on the fourth Friday. Meetings are held in person at Latrobe City Council offices, Morwell. Virtual options are also offered.</p> <p>There are also three annual delegations scheduled:</p> <ul style="list-style-type: none"> • Two to state government in person, in Melbourne • One to federal government (in Canberra in person, or virtual as determined by the Board).

Committee	Function	Membership	Council Contact	Meeting Schedule
<p>Peri Urban Councils Victoria (PUCV)</p>	<p>PUCV advocates and works closely with government on a range of projects and initiatives to promote and strengthen the peri urban region and the councils that manage this fast-growing area of Victoria, which is immediately adjacent to Metro Melbourne and Geelong.</p> <p>PUCV is supported by a professional advocacy organisation, Collective Position.</p>	<p>Mayor or Councillor CEO</p> <p>Financial Members of the PUCV include:</p> <p>Bass Coast Shire Council Baw Baw Shire Council Golden Plains Shire Council Moorabool Shire Council Surf Coast Shire Council</p>	<p>Executive Assistant to Chief Executive Officer</p>	<p>The 2026 meeting schedule is yet to be determined, however, meetings are held every six weeks between February and November, usually on a Friday. Meetings alternate between in person in the Melbourne CBD and virtual.</p> <p>Delegations to state and federal governments are scheduled as required.</p>

Committee	Function	Membership	Council Contact	Meeting Schedule
Phillip Island Nature Park (PINP) Community and Environment Advisory Committee	The PINP Board has established a joint Community and Environment Advisory Committee that includes members of the local community and representatives. Board members will chair the committees. The significant contributions made by community members, groups and volunteers are highly valued by the Board.	<p>One Councillor and Councillor substitute</p> <p>Council’s Manager Sustainable Environment is a member of the Environment Advisory Committee, by invitation.</p> <p>Representatives from: PINP, Bass Coast Shire Council, Community Groups</p>	Coordinator Environmental Partnerships	Quarterly

Committee	Function	Membership	Council Contact	Meeting Schedule
<p>South East Councils Climate Change Alliance</p>	<p>The South East Councils Climate Change Alliance - SECCCA - is a network of 9 Councils in the south east making a regional response to climate change. SECCCA carries out projects in greenhouse gas abatement, in sequestration and in adaptation on behalf of its Council members.</p>	<p>Mayor and Councillor substitute</p> <p>SECCCA has established a Councillor Advisory Group to;</p> <ul style="list-style-type: none"> • Provide advice on SECCCA strategic Direction • Support the implementation of the SECCCA Strategic Plan; and • Receive information on SECCCA activities <p>SECCCA management committee is managed by a committee of officers, representing each member council. The management Committee oversees the operation of the organisation and development of the Strategic Plan.</p>	<p>Manager Sustainable Environment</p>	<p>The Mayoral Forum will convene three times per year for formal two-hour meetings in-person, with a fourth 'meeting' consisting of annual Leaders Forum. Meetings will be held at member council offices.</p> <p>Meetings will be held in the months of February, May and August, with exact dates to be advised. The Leaders Forum will take place in October.</p> <p>Councillors are encouraged to nominate the mayor as their primary representative on the Mayoral Forum. An alternative councillor may be nominated to accompany the mayor to meetings and attend meetings when the mayor is unavailable.</p> <p>Chair and Deputy Chair will be elected at the first meeting.</p>

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Committee	Function	Membership	Council Contact	Meeting Schedule
Western Port Biosphere Reserve	To implement the management of the reserve - conservation, development and logistics function adopting all sustainable practices and to implement the business strategy as developed by the Board	One Councillor and Councillor substitute Bass Coast Shire Council Mornington Peninsula Shire Council Frankston City Council City of Casey Cardinia Shire Council	Coordinator Environmental Partnerships	Council Liaison Committee meets two weeks prior to the Biosphere Reserve Foundation Board Meetings, every two months.

Statutory Reports

9 Statutory Reports

9.1 Informal Meeting of Councillors

Division

Innovation & Engagement

Council Plan Strategic Objective

Visionary Leadership

Our communities flourish through leadership that is open and responsible, ensuring decisions serve the community's best interests, and comply with legislative obligations.

Declaration

The author has no general or material interests in relation to this report.

Summary

Councils Governance Rules requires all Informal Meetings of Councillors records to be reported at the next practicable Council Meeting and to be recorded in the minutes of that meeting. The purpose of this report is to meet this requirement.

Recommendation

That Council receives the attached Informal Meeting of Councillors records.

Introduction

Councils Governance Rules defines an Informal Meeting of Councillors as follows:

89 Informal Meetings of Councillors

If there is a meeting of Councillors that:

89.1 is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors and contains three or more Councillors

89.2 is a meeting of a Council Committee that a Councillor is appointed to.

89.3 is attended by at least one member of Council staff; and

89.4 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- a) tabled at the next convenient Council meeting; and**
- b) recorded in the minutes of that Council meeting.**

Governing Documents

Local Government Act 2020

Governance Rules

Attachments

1. IMOC 12 November.docx [**9.1.1** - 2 pages]
2. IMOC 19 November.docx [**9.1.2** - 2 pages]
3. IMOC 26 November [**9.1.3** - 2 pages]

Docusign Envelope ID: B8B12696-D56E-4035-8B45-1B592BB54D55



Required pursuant to the Bass Coast Shire Council Governance Rules 2025 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

Details of Informal Meetings of Councillors

Title of Meeting	Councillor Briefings		
Time commenced:	10.45am	Time concluded:	4.10pm
Location:	Wonthaggi Civic Centre		
Division:	All	Date:	12/11/25

Attendees



Cr R Halstead (Mayor)	Cr B Tessari (Deputy Mayor)
Cr M Edwards	Cr T O'Brien
Cr M Morgan	Cr T Bell
Cr J Temby	Cr J Thompson

Matters discussed	Attendees
Presentation and tour with Country Universities Centre Bass Coast	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen External – Sarah Bourke, CUC Centre Manager
QI Performance Report	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Kiara Tonello, Joseph Kay, Peter Mason
First Nations Projects	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Colette McMahon, Danielle Slaughter
Rating Strategy	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, David Filmlter, Joseph Kay, Tess Angarane
Advocacy Update	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Andrew Pickering
Council Agenda Run Through	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Kristy Grattan, Nicholas Felstead,

Conflict of interest disclosures: General s127 or Material s128 of the Act

Nil

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Form completed by:	Jade Glen	
Signature:		Date: 27 November 2025
Received CEO's Office:		Date: 28 November 2025

Governance Rules 2025

Chapter 6 – Miscellaneous

I. Informal Meetings of Councillors

If there is a meeting of Councillors that:

- 1.1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors and contains three or more Councillors;
- 1.2 is a meeting of a *Council* Committee that a Councillor is appointed to;
- 1.3 is attended by at least one member of Council staff; and
- 1.4 is not a *Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient *Council meeting*; and
- (b) recorded in the minutes of that *Council meeting*.

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Required pursuant to the Bass Coast Shire Council Governance Rules 2025 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

Details of Informal Meetings of Councillors

Title of Meeting	Council Agenda Run Through		
Time commenced:	10.30	Time concluded:	11.30am
Location:	Wonthaggi Civic Centre		
Division:	All	Date:	19 Nov 2025

Attendees

Cr Rochelle Halstead (Mayor)	Cr Brett Tessari (Deputy Mayor)
Cr M Edwards	Cr T O'Brien
Cr M Morgan	Cr T Bell
Cr J Temby	Cr J Thompson
Cr R Bauer	

Matters discussed	Attendees
Council Agenda Run Through	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Nicola Glassey

Conflict of interest disclosures: General s127 or Material s128 of the Act

Nil

Form completed by:	Jade Glen	
Signature:		Date: 19 November 2025
Received CEO's Office:		Date: 28 November 2025

Governance Rules 2025

Chapter 6 – Miscellaneous

1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

Docusign Envelope ID: 17A3CA0D-A316-40A6-8A97-7355F7C9BBBF

- 1.1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors and contains three or more Councillors;
- 1.2 is a meeting of a *Council* Committee that a Councillor is appointed to;
- 1.3 is attended by at least one member of Council staff; and
- 1.4 is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient *Council meeting*; and
- (b) recorded in the minutes of that *Council meeting*.

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Required pursuant to the Bass Coast Shire Council Governance Rules 2025 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

Details of Informal Meetings of Councillors

Title of Meeting	Councillor Briefings		
Time commenced:	2.21pm	Time concluded:	4.32
Location:	Wonthaggi Civic Centre		
Division:	All	Date:	26/11/25

Attendees

Cr R Halstead (Mayor) (Apology)	Cr B Tessari (Deputy Mayor)
Cr M Edwards	Cr T O'Brien
Cr M Morgan	Cr T Bell
Cr J Temby	Cr J Thompson
Cr R Bauer (online)	

Matters discussed	Attendees
Bass Coast Health Amalgamation	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Colette McMahon External – Prof. Simone Alexander, Interim CEO, Bass Coast Health
Aquatics	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Susie Nogie, Andrew Cashin, Angus Cameron, Greg Polson, Simon Harris, Tayor Cowan
Councillor Conduct Refresher	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Kristy Grattan
CEO Employment Matters	Greg Box


Conflict of interest disclosures: General s127 or Material s128 of the Act

Nil

Form completed by:	Jade Glen
Signature:	Date: 27 November 2025

Jade Glen

DocuSign Envelope ID: 1C36CC6C-F168-4CA8-978D-850352FB38BD

Received CEO's Office: 	Date: 28 November 2025
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Governance Rules 2025

Chapter 6 – Miscellaneous

I. Informal Meetings of Councillors

If there is a meeting of Councillors that:

- I.1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors and contains three or more Councillors;
- I.2 is a meeting of a *Council* Committee that a Councillor is appointed to;
- I.3 is attended by at least one member of Council staff; and
- I.4 is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient *Council meeting*; and
- (b) recorded in the minutes of that *Council meeting*.

9.2 Planning and Building Statistics - October 2025**Division****Future Places****Council Plan Strategic Objective****Thriving Places**

Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

Declaration

The author has no general or material interests in relation to this report.

Summary

The below provides a list of all Planning Permit, Amendment and VicSmart applications (i.e. both under delegation and by Council) refused or approved for this month.

PLANNING PERMITS, AMENDMENTS AND VICSMARTS REFUSED:

Application Number	Address	Proposal
PDPLANPER-2025/000567	8 Glen Isla Ct, Cowes	Removal of vegetation in the Vegetation Protection Overlay (VPO2)

PLANNING PERMITS, AMENDMENTS AND VICSMARTS ISSUED:**Island Ward**

Application Number	Address	Proposal
PDPLANVIC-2025/000627	30-36 Chapel St, Cowes	Buildings and works for the construction of a food and drink kiosk ancillary to a Section 2 use in the General Residential Zone (GRZI)
PDPLANPER-2025/000490	26 Hill St, Sunderland Bay	Two lot subdivision and the removal of four trees in the Vegetation Protection Overlay (VPO2) and Clause 52.37 Canopy Trees (SPEAR: S249593P)

PDPLANPER-2025/000801	11 Honeysuckle Gr, Silverleaves	Buildings and works associated with an existing dwelling (dwelling and deck extension) in the Land Subject to Inundation Overlay (LSIO)
PDPLANPER-2025/000377	1a Leslie Av, Cowes	Removal of a 7 trees in a Vegetation Protection Overlay (VPO2)
PDPERAMD/170283-1	41-53 Church St, Cowes	Amendment to endorsed plans to allow the construction of a replacement residential building associated with an existing group accommodation centre
PDPLANPER-2024/001468	1805, 1821 and 1825 Phillip Island Rd, Cowes	Construct a building and construct and carry out works in a Rural Activity Zone (RAZ) and Bushfire Management Overlay (BMO), and the removal of native vegetation
PDPLANPER-2025/000754	3 Lock Rd, Rhyll	7 Lot Subdivision (SPEAR: S254054B)
PDPLANPER-2025/000323	10 Hilary Cl, Ventnor	Use and development of land for a second dwelling and two lot subdivision in a Low-Density Residential Zone (LDRZ) (SPEAR: S247343P)
PDPLANVIC-2025/000962	361 Settlement Rd, Cowes	Remove one tree in a Vegetation Protection Overlay (VPO2)
PDPLANPER-2025/000317	44-48 Hobsons Pd, Cowes	Three lot Subdivision in a General Residential Zone (GRZ1) and Bushfire Management Overlay (BMO) (SPEAR: S240341C)
PDPLANVIC-2025/000974	29 Fisher St, Ventnor	Remove one tree in a Vegetation Protection Overlay (VPO2)

Western Port Ward

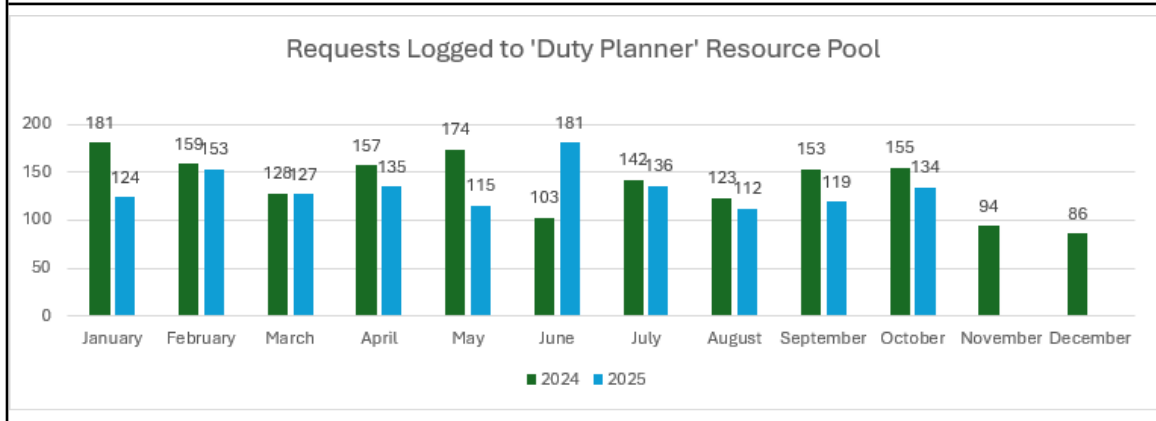
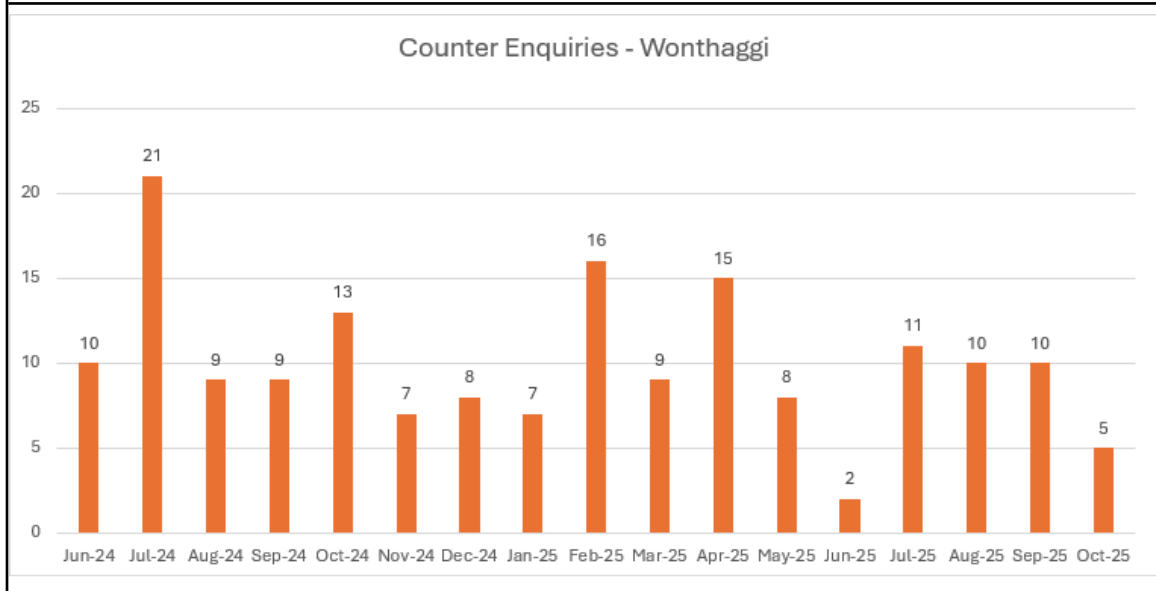
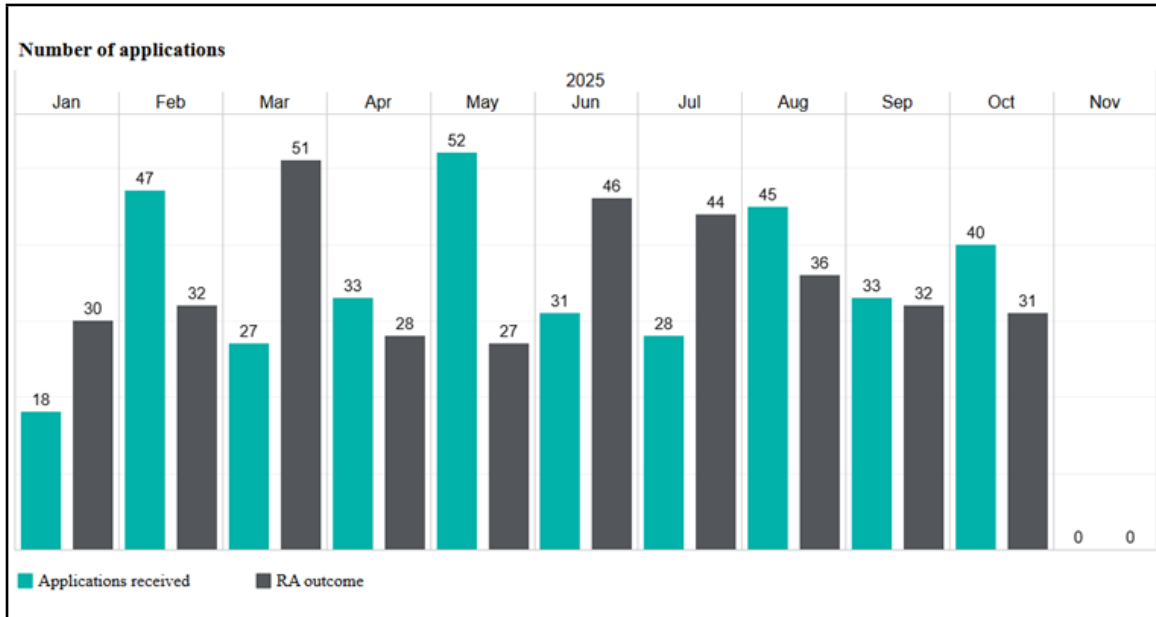
Application Number	Address	Proposal
PDPLANPER-2025/000455	630 Sheepways Rd, Krowera	Construction of an agricultural shed in the Erosion Management Overlay (EMOI) and the Significant Landscape Overlay (SLOI)
PDPLANPER-2025/000326	3571 Bass Hwy, Kilcunda	Two lot subdivision in a Township Zone (TZ) and Design and Development Overlay (DDOI) (SPEAR: S247202E)
PDPLANPER-2025/000154	19 Messmate Rd, Kilcunda	Two-lot subdivision in the Township Zone (TZ) (SPEAR: S244454C)
PDPLANVIC-2025/000940	89-91 Archies Creek Rd, Archies Creek	Buildings and works to construct a music stage and an office associated with a Section 2 Use (Hotel)
PDPLANPER-2025/000640	70 Soldiers Rd, Bass	Buildings and works for the extension of a dwelling and the construction of a Small Second Dwelling in the Farming Zone (FZ)
PDPLANPER-2025/000665	2805 Loch-Wonthaggi Rd, West Creek	Resubdivision of land (3 into 2 lots) in the Farming Zone (FZ), Public Conservation and Resource Zone (PCRZ), Bushfire Management Overlay (BMO) and Land Subject to Inundation Overlay (LSIO) (SPEAR: S252333P)

Bunurong Ward

Application Number	Address	Proposal
PDPLANPER-2025/000863	170 Surf Pd, Inverloch	Two Lot Subdivision (SPEAR: S256155P)
PDVSPERAM D-2025/000626-1	20A A`Beckett St, Inverloch	Amend Conditions 1 and 2
PDPLANPER-2025/000487	28 Watt St, Wonthaggi	Two Lot Subdivision (SPEAR: S249399E)
PDPLANPER-2024/002640	14 Norman Rd, Inverloch	Two lot subdivision and creation of restrictions in a General Residential Zone (GRZ1), Design and Development Overlay (DDO9) (Spear: S241830H)
PDPLANPER-2025/000782	15 Peverill Cr, Wonthaggi	Three lot subdivision of land over two stages in the General Residential Zone (GRZ1) (SPEAR: S254844J)

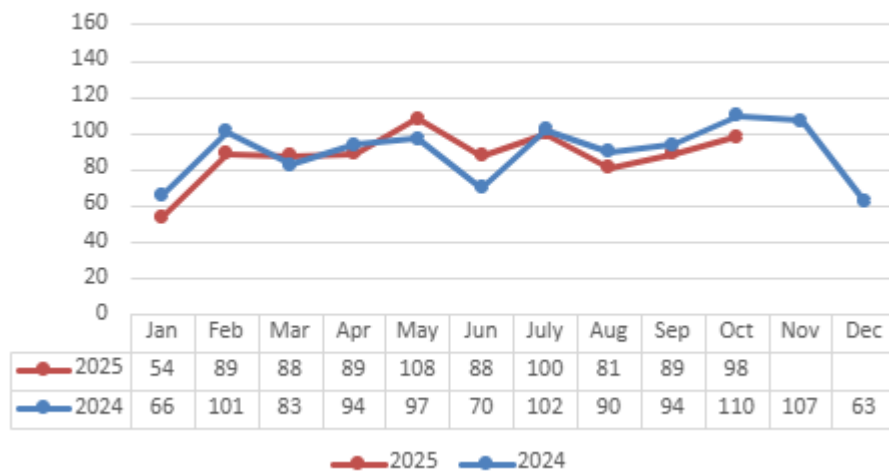
PLANNING AND BUILDING ACTIVITY REPORT FOR OCTOBER 2025

Statutory Planning	This month (October)	Last month	Year to date (financial year)
% of applications determined within statutory timeframe	74.19%	70.59%	74.13%
Average Gross Days (Average processing days to RA Outcome)	119.1	139	131
Number of live applications (Planning Permit, s72 Amendments, VicSmarts)	154	144	N/A
Number of applications received for the month (Planning Permit, Amendments, VicSmarts)	40	29	146
Number of Responsible Authority outcomes (Planning Permit, Amendments, VicSmarts)	31	34	143



Municipal Building Services & Enforcement	This month (October)	Last month	Year to date (financial year)
Essential Safety Measure inspections	0	0	0
Report & Consent applications <ul style="list-style-type: none"> Siting Build Over Easement Demolitions 	29 1 9	20 2 12	85 8 45
POPE and Siting consent issued for temporary structures	2	0	4
Complaints received requiring investigation	4	9	26
New building enforcement cases	2	1	5
Number of open building enforcement cases	41	39	n/a
Building permits issued by Council	0	0	0

Building Permit Activity



Planning Enforcement	This month (October)	Last month	Year to date (financial year)
New complaints/case files opened	8	10	36
Complaints/case files closed	11	15	47
Current open complaints/case files	3	6	3

STATUTORY PLANNING DEFINITION:

Statutory days: In accordance with the *Planning and Environment Act 1987*, a Council is permitted for 60 statutory days to determine a planning application. The 60 statutory days includes weekends, public holidays and commences when the application is lodged. The legislation allows for the 60-day statutory clock to be stopped (e.g., when further information is requested) and re-started in certain circumstances (when further information or amended plans are received).

Gross days: The total number of days to determine a planning application inclusive of weekends and public holidays.

Recommendation

That Council:

- 1. Receives and notes the Planning Permits issued under delegation report for October 2025; and**
- 2. Receives and notes the Planning and Building Activity Report for October 2025.**

Attachments

Nil

9.3 Contracts Awarded and or Extended under CEO Delegation for October 2025

Division

Executive Office

Council Plan Strategic Objective

Thriving Places

Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

Declaration

The author has no general or material interests in relation to this report.

Summary

Contracts Awarded

For the period from 29 September 2025* to 31 October 2025, 2 contracts were awarded under the Chief Executive Officer's financial delegation in accordance with Council's Procurement Policy.

Contract No.	Description	Contractor	Contract Sum
25017A*	Annual Supply of Asphaltting Materials	AI Asphalt Supplies Pty Ltd	Schedule of rates
25017B*	Annual Supply of Asphaltting Materials	South East Asphalt Pty Ltd	Schedule of rates

*Contracts were executed under CEO delegation on 29 September and commenced on 1 October. A system administration error resulted in two contracts omissions from the September CEO contract council report.

Contracts Extended

For the period from 1 October 2025 to 31 October 2025, no contracts were extended.

Governing Documents

Procurement Policy 2023

Recommendation

The Council notes that the above contracts were awarded from 29 September 2025 to 31 October 2025 and extended from 1 October 2025 to 31 October 2025 under the delegated authorities in accordance with the Procurement Policy.

Attachments

Nil

9.4 Audit & Risk Committee Charter Annual Assessment

Division**Innovation & Engagement****Council Plan Strategic Objective****Visionary Leadership**

Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

Declaration

The author has no general or material interests in relation to this report.

Summary

The purpose of this report is for Council to receive the Audit and Risk Committee Charter annual assessment for 2024/2025

Recommendation

That Council receive the attached Audit and Risk Committee Charter annual assessment for 2024/2025

Background

Council established the Audit and Risk Committee and adopted its Charter on 19 August 2020. The Charter is available on Council's website.

The Charter requires that:

- The Committee will prepare an annual assessment of its performance against the Audit and Risk Committee Charter and provide a copy to the Chief Executive Officer for tabling at the next available Council meeting.

Attachments

- I. Audit and Risk Committee Charter Assessment 2024/2025 [9.4.1 - 5 pages]

Audit and Risk Committee 2024/25 annual assessment of its performance against the Audit and Risk Committee Charter.

Audit and Risk Committee Duty	
The Audit and Risk Committee is required to develop an annual work plan which specifically responds to the responsibilities as set out in the <i>Local Government Act 2020</i> and is informed by the following duties:	
Duties	Assessment
<p><u>Governance</u></p> <ul style="list-style-type: none"> Provide advice that will assist Council in fulfilling its corporate governance and oversight responsibilities as well as compliance with the Governance Principles in the Act. 	<ul style="list-style-type: none"> Regular Legislative Compliance reporting to the Committee ensures that governance principles are being applied, and good governance is practised.
<p><u>Financial Report</u></p> <ul style="list-style-type: none"> Review significant accounting and reporting issues, including complex and/or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand the potential effect on the financial report; Review with management the Quarterly Report to the Community (including the quarterly financial report and achievement against the Annual Action Plan) and the Councillor expenses report, to monitor performance and identify any matters of concern; Review with management and the external auditors the results of the audit, including any difficulties encountered; Review the annual financial report, and consider whether it is complete, consistent with information known to Audit and Risk Committee members, and reflects appropriate accounting principles; and Review with management and the external auditors all matters required to be communicated to the Audit and Risk Committee under the Australian Auditing Standards and Australian Accounting Standards. 	<ul style="list-style-type: none"> The committee consults with the external auditor on the scope of the annual external financial and performance reporting audit. Changes in accounting standards, areas of focus and risk factors including issues of transactional complexity are addressed in the scope document. The Quarterly Report to the Community (including the quarterly financial report and achievement against the Annual Action Plan) and the Councillor expenses report, are reviewed to monitor performance and identify any areas of concern. The committee meets with the external auditors to understand the results of the audit and allow the auditor to outline any concerns or difficulties they encountered in the performance of the audit. The committee members review the financial report in consultation with the finance management team. This, together with the outcomes of the external audit, provides the committee with the completeness it needs to recommend that Council approve the annual financial report.

Audit and Risk Committee Duty	
The Audit and Risk Committee is required to develop an annual work plan which specifically responds to the responsibilities as set out in the <i>Local Government Act 2020</i> and is informed by the following duties:	
Duties	Assessment
<p><u>Internal Control</u></p> <ul style="list-style-type: none"> Review Council's overall framework and processes for design and implementation of internal control systems, and the mechanisms by which management monitors the effectiveness of controls; and Understand the scope of internal and external auditors' review of internal controls over financial reporting, and review reports on significant findings and recommendations, together with management's responses. 	<ul style="list-style-type: none"> The Committee reviews the Internal Controls Framework and the mechanisms in place for management to monitor controls effectiveness through regular reviews of internal controls by internal audit on high-risk areas and to a lesser extent through the external audit process. The Committee reviews and endorses all internal audit scopes. All internal and external audit findings are reported to the Committee. The Committee reviews and tracks management's progress in implementing recommendations.
<p><u>Risk Management</u></p> <ul style="list-style-type: none"> Monitor the implementation and performance of Council's risk framework to ensure that the material operational risks to Council are managed appropriately; Monitor the process of review of Council's risk profile; and Consider the adequacy of actions taken to ensure that the material business risks have been dealt with in an appropriate way and timely manner to mitigate potential exposures to Council. 	<ul style="list-style-type: none"> The Committee reviews the fully populated risk register and risk management plan which is a standing agenda item for each Committee meeting. The review process adopted by Management is reviewed by the Committee and this considers the effectiveness of key controls identified to mitigate potential exposures.
<p><u>Business Continuity</u></p> <ul style="list-style-type: none"> Monitor processes and practices of Council to ensure for effective business continuity through an annual review of the Business Continuity Plan. 	<ul style="list-style-type: none"> The annual review of the Business Continuity Plan forms part of the Committee's annual work program and the BCP is reported on at each Committee meeting.
<p><u>Internal Audit</u></p> <ul style="list-style-type: none"> Review with management and the internal auditor the charter, activities, staffing, and organisational structure of the internal audit function; Review and recommend the annual internal audit plan for approval by Council and all major changes to the plan; 	<ul style="list-style-type: none"> Activities of the internal auditor are governed by the Internal Audit Charter which is reviewed by the Committee. The three-year internal audit plan is developed through consideration of strategic risks, Council Plan vision elements and priorities and key operational control areas.

Audit and Risk Committee Duty	
The Audit and Risk Committee is required to develop an annual work plan which specifically responds to the responsibilities as set out in the <i>Local Government Act 2020</i> and is informed by the following duties:	
Duties	Assessment
<ul style="list-style-type: none"> • Monitor processes and practices to ensure that the independence of the internal audit function is maintained; • As part of the Audit and Risk Committee’s annual assessment of performance, determine level of satisfaction with internal audit function having consideration of the Institute of Internal Auditors’ International Standards for the Professional Practice of Internal Auditing; • Review the strategic internal audit approach to consider whether over a period of years, the internal audit program systematically addresses: <ul style="list-style-type: none"> ○ Internal controls over significant areas of risk including non-financial management control systems; ○ Internal controls over revenue, expenditure, assets and liabilities; ○ The efficiency, effectiveness and economy of significant Council programs and services which should also encompass services outsourced to external providers including shared service arrangements; ○ Compliance with regulations, policies, best practice guidelines and contractual arrangements • Review all internal audit scope documents and reports and provide advice to the Council and Chief Executive Officer on significant issues identified in internal audit reports and action taken on issues raised, including identification and dissemination of good practice. • Monitor management’s implementation (including timeliness) of internal audit recommendations. • Provide an opportunity for the Audit and Risk Committee to meet with the internal auditor to discuss any matters that the Committee or internal auditor believes should be discussed privately. 	<ul style="list-style-type: none"> • The three-year internal audit plan is reviewed by the Committee prior to recommending it for endorsement by Council. • The Committee regularly meets with the internal auditor (in-camera) who have an opportunity to raise any issues of concern including access to staff and information, restrictions on their activities, undue pressure on, or interference in, their work. • The internal audit contract includes the requirement to review performance against agreed indicators. • The three-year internal audit plan is a rolling plan which looks back over completed audits and looks forward. All matters listed are systematically mapped and decisions made to ensure adequate coverage over time. • The Committee monitors the implementation of internal audit recommendations at each meeting.

Audit and Risk Committee Duty	
The Audit and Risk Committee is required to develop an annual work plan which specifically responds to the responsibilities as set out in the <i>Local Government Act 2020</i> and is informed by the following duties:	
Duties	Assessment
<p><u>External Audit</u></p> <ul style="list-style-type: none"> • Note the external auditor’s proposed audit scope and approach, including any reliance on internal auditor activity; and • Provide an opportunity for the Audit and Risk Committee to meet with the external auditors, to discuss any matters that the audit committee or the external auditors believe should be discussed privately. • Discuss with the external auditor issues arising from any audit, including any management letter issued by the auditor and monitor management’s implementation of audit recommendations. 	<ul style="list-style-type: none"> • When reviewing the external audit scope, the Committee asks the external auditor to comment on how internal audit coverage and findings may be considered as relevant to their work and whether any reliance will be placed on the work performed by the Internal Auditor. • The external auditor meets with the committee to discuss their report and management letter. Agreed remedial actions are added to the audit action tracker which is reported on at each Committee meeting.
<p><u>Ethics and Statutory Compliance</u></p> <ul style="list-style-type: none"> • Monitor the process and arrangements made for complying with statutory obligations and requirements; • Monitor ethical standards and related party transactions of both Councillors and staff; • Receive a report at each meeting in relation to compliance with the relevant legislative obligations concerning ethical and statutory compliance issues, Councillor and staff Codes of Conduct, fraud and other matters concerning litigation. 	<ul style="list-style-type: none"> • Legislative compliance and governance reports are presented at each Committee meeting. The purpose of this report, guided by the Legislative Compliance Framework is to embed an organisation wide culture of good governance. • Ethical standards and related party transactions are reviewed by the Committee annually as part of the review of the financial report.
<p><u>Fraud and Corruption Prevention and Awareness</u></p> <ul style="list-style-type: none"> • Review the adequacy of Council’s fraud and corruption prevention policies, procedures and plans, including fraud awareness programs and processes for reporting and investigations. • Review the circumstances surrounding any instances of fraud and/or corruption and any identified internal control weaknesses and monitor management’s actions to address the issues. • Provide advice to the Chief Executive Officer and Council in relation to the management and reporting of fraudulent and/or corrupt actions. 	<ul style="list-style-type: none"> • Council has a Fraud and Corruption Policy that is required to be reviewed by the Committee. The policy is enacted through a Fraud and Corruption control framework and a fraud and corruption control plan. Review of all these core documents is a committee responsibility as set out in the Committee’s charter. • The CEO reports on any actual or suspected instances of fraud or corruption to the Committee.

Audit and Risk Committee Duty	
The Audit and Risk Committee is required to develop an annual work plan which specifically responds to the responsibilities as set out in the <i>Local Government Act 2020</i> and is informed by the following duties:	
Duties	Assessment
<p><u>Matters referred to the Committee by Council</u></p> <ul style="list-style-type: none"> The Committee will address issues brought to its attention including responding to requests from Council for advice. 	<ul style="list-style-type: none"> No matters were brought to the attention of the Committee by Council during the period.
<p><u>Meetings</u></p> <ul style="list-style-type: none"> The Audit and Risk Committee will meet at least four times a year with authority to convene additional meetings as circumstances require. All Audit and Risk Committee members are expected to attend each meeting either in person or through teleconference or video conference. It is recommended that Committee members give the Chair 48 hours' notice if they plan to attend the meeting virtually. 	<ul style="list-style-type: none"> The Committee meets at least four times a year and has the authority to convene additional meetings as required. Committee members attend either in person or teleconference.
<p><u>Reporting</u></p> <ul style="list-style-type: none"> Minutes of Committee meetings will be provided to Council at the first available opportunity after review by the Committee Chairperson following each Committee meeting; The Committee will prepare an annual assessment of its performance against the Audit and Risk Committee Charter and provide a copy to the Chief Executive Officer for tabling at the next available Council meeting. Twice a year the Committee will prepare a report to Council, through the Chief Executive Officer, describing the activities of the Audit and Risk Committee including its findings and recommendations. The Chairperson will lead the development of the annual work plan, annual assessment and reports and is responsible for submitting them to the Chief Executive Officer. 	<ul style="list-style-type: none"> The Governance Team tables the Audit and Risk Committee minutes for Council. An annual assessment has been completed. The biannual reports for the period ending 31 December 2024 and 30 June 2025 have been completed. The annual work plan addresses all the Committee's responsibilities as set out in the Local Government Act.

9.5 Audit & Risk Committee Biannual Report

Division**Innovation & Engagement****Council Plan Strategic Objective****Visionary Leadership**

Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

Declaration

The author has no general or material interests in relation to this report.

Summary

The purpose of this report is for Council to receive the Audit and Risk Committee Biannual Report for 1 January 2025 to 30 June 2025.

Recommendation

That Council receive the attached Audit and Risk Committee Biannual Report for 1 January 2025 to 30 June 2025.

Background

Council established the Audit and Risk Committee and adopted its Charter on 19 August 2020. The Charter is available on Council's website.

The Charter requires that:

"Twice a year the Committee will prepare a report to Council, through the Chief Executive Officer, describing the activities of the Audit and Risk Committee including its findings and recommendations."

Attachments

- I. CONFIDENTIAL REDACTED - Biannual Report January - June 2025 [9.5.1 - 6 pages]

9.6 Receipt of Audit and Risk Committee Minutes - 24 September 2025**Division****Innovation & Engagement****Council Plan Strategic Objective****Visionary Leadership**

Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

Declaration

The author has no general or material interests in relation to this report.

Summary

Attached are the minutes of the Audit and Risk Committee Meeting held on Wednesday 24 September 2025.

Recommendation

That the minutes of the Audit and Risk Committee meeting held on 24 September 2025 be received and the recommendations therein adopted.

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10.1 Non-compliance and legal counsel engagement report for the period 1 April 2025 to 30 June 2025

10.2 Legislative Compliance

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11.1 Reports from other agencies

12 General Business

13 Chair Announcement of Next Meeting

14 Meeting Closed

Attachments

1. CONFIDENTIAL REDACTED - Closed Audit and Risk Committee Minutes 24 September 2025 [9.6.1 - 14 pages]

10 Urgent Business**11 Mayoral Announcement of Next Meeting of Council**

The next Council Meeting will be held on 18 February 2026 in the Bass Coast Civic Centre Council Chamber, Baillieu Street East, Wonthaggi commencing at 1.00pm.

That the meeting be closed to members of the public pursuant to Section 66 of the *Local Government Act 2020*, to consider an item/s as they deal with:

- (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - a. relates to trade secrets; or
 - b. if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

Meeting adjourned

That the meeting be adjourned

Meeting resumed

That the meeting be resumed

Items Closed to the Public

Excerpt of Section 66 of the Local Government Act 2020.

- (5) If a Council or delegated committee determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection—
- (a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of **confidential information** in section 3(1); and
 - (b) an explanation of why the specified ground or grounds applied.

confidential information means the following information—

- (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person;
- (c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values;
- (d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- (e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - i. relates to trade secrets; or
 - ii. if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- (h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);
- (i) internal arbitration information, being information specified in section 145;
- (j) Councillor Conduct Panel confidential information, being information specified in section 169;
- (k) information prescribed by the regulations to be confidential information for the purposes of this definition;
- (l) information that was confidential information for the purposes of section 77 of the **Local Government Act 1989**;

12 Confirmation of Closed Minutes

12.1 Closed Council Meeting held on 20 August 2025

13 Reports Requiring Council Decision Closed to the Public

13.1 113-117 Settlement Road, Cowes - Proposed Purchase

It is recommended that the meeting be closed to members of the public pursuant to Section 66 of the *Local Government Act 2020*, to consider this item for the following reason:

(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;

13.2 Award of Tender No. 25004 Cleaning Service for Council Buildings

It is recommended that the meeting be closed to members of the public pursuant to Section 66 of the *Local Government Act 2020*, to consider this item for the following reason:

(g) private commercial information, being information provided by a business, commercial or financial undertaking that— (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

13.3 Chief Executive Officer Employment Matters Committee Meeting 25 November 2025

It is recommended that the meeting be closed to members of the public pursuant to Section 66 of the *Local Government Act 2020*, to consider this item for the following reason:

(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;

14 Meeting Closed

That the meeting be closed.