

Council Meeting Minutes

Wednesday 18 February 2026

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.



The meeting commenced at 1:05 pm.

Cr. Rochelle Halstead read the Mobile Telephone Reminder

Cr Jon Temby read the Statement of Acknowledgment

Cr. Rochelle Halstead read the Councillor Statement

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1 Present and Apologies

Councillors: Cr Rochelle Halstead, Western Port Ward (Mayor)
Cr Brett Tessari, Bunurong Ward (Deputy Mayor)
Cr Meg Edwards, Bunurong Ward (virtual)
Cr Mat Morgan, Bunurong Ward
Cr Ron Bauer, Island Ward
Cr Tracey Bell, Island Ward
Cr Tim O'Brien, Island Ward
Cr Jon Temby, Western Port Ward
Cr Jan Tompson, Western Port Ward

Officers: Mr Greg Box, Chief Executive Officer
Mr Patrick Dillon, General Manager Innovation & Engagement
Ms Jodi Kennedy, General Manager Communities & Culture
Ms Donna Taylor, General Manager Future Places
Ms Jade Glen, Manager Governance & Communications

Apologies: Nil

2 Declarations of Interest

There were no declarations of interest.

3 Confirmation of Minutes

3.1 Council Meeting 10 December 2025

That the minutes of the Council Meeting held on 10 December 2025 be confirmed.

Council Decision

Moved: Cr. Jon Temby / Seconded: Cr. Jan Thompson

That the minutes of the Council Meeting held on 10 December 2025 be confirmed.

CARRIED UNANIMOUSLY

4 Mayor and Councillor Reports

4.1 Cr Rochelle Halstead - Mayoral Report

This report covers the period from 10 December 2025 to 18 February 2026

Acknowledgments

Vale Gill Heal

It is with great sadness that we acknowledge the passing of Gill Heal, a much loved storyteller, theatre maker, historian and treasured member of our Bass Coast community.

Gill loved people - listening to them, learning from them and ensuring their stories were never lost. Born in Swan Hill, Gill's early career as a P.E. teacher, and even representing Australia in basketball, spoke to her energy, warmth and natural ability to bring people together. But it was through storytelling that she truly left her mark.

Gill fell in love with the Loch community, and in doing so, became one of its great champions. She believed that understanding local history and the lives of those around us could strengthen connection and belonging and she dedicated herself to that purpose.

Many will know Gill through her extraordinary work with the Wonthaggi Theatre Group, particularly authoring the 50-year anecdotal history We Can Do That. Through interviews with more than 50 members, Gill carefully and respectfully captured personal memories, weaving them into a rich and entertaining narrative of community spirit.

Her passion for bringing stories to life extended far beyond the page. Gill was the creative force behind many local productions and historical reenactments from Loch Primary School children walking the streets in period costume, to the memorable End of War commemorations filled with music, theatre and shared reflection.

Gill also shared her talents with us here at Bass Coast Shire Council, contributing to our Creatively Connecting Community program, work that reflected her deep belief in the power of arts, culture and storytelling to strengthen communities.

Through her writing for the Bass Coast Post, she continued to honour local people; documenting lives, contributions and histories that may otherwise have remained untold.

On behalf of Council, we extend our deepest condolences to Gill's family, friends and all who had the privilege of knowing her. Thank you Gill for the stories, the laughter, the history and the heart you gave so freely. You will be long remembered.

Vale – Terence James "Frosty" Miller

It is with sadness that we acknowledge the passing of Terence James Miller, known to most as "Frosty." A proud local, dedicated farmer, and well respected community man, Frosty was a man deeply connected to his community and the land he called home.
Born on 7 May 1949, Frosty built a life grounded in hard work, resilience, and practical skill. These qualities defined not only his livelihood but also the way he gave back to the people and places around him.
Frosty's contribution to community life in Kilcunda and the surrounding district was both significant and long-standing.
His involvement with the Kilcunda Bass Football Netball Club began at just 11 years of age when he started in the thirds, going on to play reserves through to the late 1970s. Like many country football clubs, it became a second home. Frosty later served as President in 1984 and 1985, and again in 1992, and in recognition of his dedication and leadership, he was awarded Life Membership.
He was also a familiar and much-loved figure at the Kilcunda Lobster Festival from its inception in 1985. Hands-on volunteering his time supporting the spinning wheel, providing his truck for the stage, or supplying hay bales for seating. Whatever was needed Frosty was always willing to lend a hand to make community events a success.
Frosty served his community through the Kilcunda CFA from 1975 to 1994, volunteering his time and skills to help protect local families, farms, and properties — service given selflessly and with great pride.
His generosity extended to the Royal Children's Hospital Good Friday Appeal, where each year he would purchase young steers, raise them on his farm, and donate the proceeds from their sale — a quiet but powerful act of compassion supporting sick children and their families.
Frosty was, above all, a family man. He was the proud father of Chelsea, Brooke, Todd, Ryan and Bree, and a much-loved figure in the lives of his extended family and friends.
Together, his contributions reflect a man who believed deeply in community — in showing up, helping out, and supporting others without fanfare.
On behalf of Bass Coast Shire Council, we extend our heartfelt condolences to Frosty's children, his family, and the many friends, neighbours and community members whose lives he touched.
His legacy lives on in the clubs he strengthened, the causes he supported, and the community he helped build.
May "Frosty" Miller rest in peace.

Wendy Crellin OAM Australia Day Awards Honors List 2026

On behalf of Bass Coast Shire, I am delighted to extend my heartfelt congratulations to Wendy Crellin on being awarded the Medal of the Order of Australia (OAM)
for her outstanding service to the community through a range of organisations.
Wendys tireless dedication to the arts, aged care and local community over many decades is truly inspiring. Her longstanding leadership roles with the State Coal Mine Rescue Station Arts, Bass Coast Artists Society and the Bass Coast Arts and Cultural Forum, to founding initiatives such as the Seniors Classical Ballet Classes, have enriched the cultural life of our region immeasurably.

Equally noteworthy is Wendys commitment to community service, including two terms as Councillor for the Borough of Wonthaggi. 20 years as a Board Member for Rose Lodge Community Aged Care and ongoing volunteer work. Wendys contributions have left a legacy, reflected in advocacy for the Robert Smith Collection and honoured through recognitions such as the naming of the Wendy Crellin Wing. This OAM is a fitting acknowledgement of decades of dedication, leadership and Generosity. A very well-deserved honour.
In brief the Mayoral activities have included the following:

Activities

- Open PICES Summer Exhibitions at Berninneit
- Corinella Carols
- Bass Christmas Festival
- Launch of the Waterline Emergency handbook
- San Remo Carols
- Victorian Women's Public Art Commission Workshop
- Tunnerminnerwait and Maulboyheenner Commemorative Event 2026
- Bass Coast Citizenship Ceremony
- Cowes Classic
- Kernot Farmers Lunch

Meetings

Attended Council Workshops and Briefings

Chaired Councillor Only Meetings

Weekly meetings with CEO, Council Support and Communications

Additional Meetings:

- MAV Board Meeting
- Stage 2 Clubrooms, Bass Recreation Reserve Committee
- INTERVIEW: Independent Audit and Risk Committee Member
- Debrief, Audit and Risk Committee
- DPI - Jeff Webb
- Roma Britnell MP
- Audit and Risk Committee Strategic Risk Discussion
- David Southwick, Jess Wilson Meeting
- MAV Delegates Induction Briefing
- DTP & Bass Coast – General Discussion
- MAV Board Briefing
- MAV Regional Meeting – Gippsland
- Victorian Historic Racing Register - Phillip Island Classic

- MAV Board Meeting
- MAV CEO Performance Review Committee
- Corinella Residents and Ratepayers Meeting
- San Remo Community Association - Footpath discussion onsite
- Matej Stasak, Senior Advisor for Minister for Trade & Tourism - Support for Australian Motorcycle Grand Prix
- Tony Raunic, Hunt & Hunt
- Will Tieppo, CEO V/Line Corporation
- Introductory meeting, Bass Candidate Chris Buckingham
- Jordan Crugnale MP/Bass Candidate Chris Buckingham
- Park Lane Meeting

Other

Media Enquiries/Interviews

- Filming in Cowes, Cowes Foreshore Precinct & Business Christmas Decorations
- Photo Shoot, Cowes Pool
- Beach Safety Filming, Cape Woolamai Surf Beach
- RAF Epstein, ABC – Meet the Mayor
- All councillor Filming at Wonthaggi Pool

Phone calls, emails and letters

4.2 Cr Tracey Bell - Councillor Report

Community Events

- **Carols by the Bay – Cowes Foreshore**
  Attended and supported this popular community event, which brought families together to celebrate the festive season.
- **Phillip Island Baptist Church Christmas Dinner**
  Participated in the annual dinner hosted by the Empowered Faith Community "The Crew." This initiative continues to provide a safe, supportive space for people experiencing isolation, mental health challenges, and grief. The model fosters empowerment and belonging, and its positive impact on community wellbeing is evident.
- **Bass Coast Citizenship Ceremony**
  Welcomed new citizens to our community.

Community Engagement

- **Nature Parks – Community & Environment Advisory Committee**
  Attended meeting to learn about Phillip Island Nature Parks' priorities and ongoing conservation work.
- **Phillip Island Football Netball Club Facilities Meeting**
  Met with PIFNC representatives regarding urgent need for upgraded clubrooms at Church Street. The club is pursuing modular construction for cost efficiency and flexibility, given delays to the Phillip Island Recreation Reserve project. PIFNC is the largest club in Gippsland with 25 teams and significant junior participation, highlighting the critical need for improved facilities.
- **Online Info Session – Inverloch Dune Reconstruction Works**

  Attended to understand project scope and community concerns.
- **Smiths Beachcombers Association**

  Discussed the Association's long-term priorities

Councillor Briefings
Attended scheduled briefings to stay informed on key projects and strategic priorities.

4.3 Cr Jon Temby - Councillor Report

Attended the December Council meeting and briefings
Attended WP Ward councillor's meetings and briefings
Attended broader councillor only time meetings
Broader community contact / meetings with community leaders

- Attended Grantville Christmas Carols
- Attended the Bunurong Land Council
- Attended the launch of the Waterline Emergency Network handbook and had numerous discussions with emergency responders from all services
- Attended Rating Strategy meeting at Wonthaggi, curious that most of the requests for rating subsidies come from people who own numerous assets whilst those struggling to pay their house mortgage and effectively not owning any asset are expected to pay in full. The system is not working when squeaky wheels override the equitable distribution of costs. We should be supporting people on a means testing basis, and those with big asset backing, irrespective of cash flow should be further down the line
- Visited open day at Phillip Island Community Hospital
- Attended Bass Coast Show
- Attended Kilcunda Lobster Festival – an impressive local event

- Attended the Coronet Bay Community Association AGM and chaired the election of office bearers
- Discussed coordination between Bass Coast, Cardinia and Sth Gippsland regarding pest animal management
- Attended and provided environmental interpretation at a Western Port Woodlands walk
- Attended the Tunnerminerwait and Mouboyheener Commemorative Event on Wonthaggi. An impressive group of very well informed and culturally aware people in attendance
- Attended the PICES Closing event at Berninneit, discussions about enabling greater signage is thought to be needed to attract the general public
- Attended on-site meeting on PI regarding proposed destruction of 44 canopy trees
- Visited Kilcoy abattoir re neighbours concerns
- Attended Coronet Bay Community Garden opening of new Garden Room/Shelter and great to meet so many people who are contributing in lots of ways to the community via their community garden
- Jumped int the Wonthaggi pool fully clothed as part of raising awareness in our advocacy for external funding
- Met with Gippsland Threatened Species Action Group leadership re local projects, concerns and climate change impacts.

Received additional calls and further discussions re Abattoir waste containment, an ill-informed petition re seeking to prevent Silverleaves inundation, proposed removal of numerous mature eucalypts on Phillip Island for business expansion purposes, damage to coastal vegetation, possible new reserve, biolink and pathways for Wonthaggi, lack of parking in San Remo, etc,.

4.4 Cr Jan Thompson - Councillor Report

MYLI BOARD

- Visits to Libraries – 1
- Telephone discussion with Community representative 1

INTERNAL BRIEFINGS WPW

- Western Port Ward Councillors and Officers Meeting – Dec & Feb

BRIEFINGS & TRAINING

- Council briefings – 3

COUNCIL MEETING

- February 2026

OTHER

- Meeting Bass Recreation Reserve Stage 2 Councillor visit 16th December 2025
- Access & Inclusion Committee Meeting 16th December 2025
- Launch of Waterline Emergency Handbook 16th December 2025
- Citizenship Ceremony 26th January 2026
- Bowling Club dinner 30th January 2026
- Corinella Residents & Ratepayers Association 7th February 2026
- Cuppa With a Councillor Corinella Community Centre 2nd and 9th February 2026
- Corinella Bicentennial Committee Meeting 9th February 2026

ONGOING

- Dealt with constituent issues and queries
- Preparation for Meetings
- Research

4.5 Cr Mat Morgan - Councillor Report

I would like to dedicate this councillor report to the family of 12 year old Danny, who disappeared from No. 4 Beach in Venus Bay on January 25, 2025.
My heart goes out to his family, and the many people across our Shire who are impacted by tragedies on our beaches every summer.

4.6 Cr Ron Bauer - Councillor Report

Councillor activities January 2026

- 22-1-26 Attended a event which included the National Day of Mourning for the Bondi victims
- 26-1-26 Attended the Rhyll and Cowes Australia Day celebrations
- 27-1-26 Island Voice as an observer
- 8-2-26 Attended Andrew Marsden's memorial wake in Silverleaves

VALE – Andrew Marston

Andrew Robert Marston was born on 2nd February 1954 and died on 3rd February 2026. He was a well-regarded engineer and a much-loved member of our community. He was an active member of Bass Coast ratepayers Association, Island Voice and PIMHAG and the Phillip Island Bass Coast Dog Owners Association.

Andy embraced life on the road, travelling around Australia with his wife Linda and their beloved dogs. His gentle humour, generosity, and quietly analytical mind made him someone people naturally gravitated toward.
Andy faced the onset Motor Neurone Disease in early 2025 with remarkable dignity and grace. Even as the illness rapidly limited his physical abilities, he continued to look for the good in each day and found moments of humour wherever he could. His instinct was always to help others, whether through blood, platelet, stem cell and organ donation, supporting community events, driving people to appointments, or being the dependable "Mr Fix-It" for friends. Losing the ability to be active in these ways was one of the hardest parts of his illness.
He was a very steadfast and determined person. When he knew he could no longer cope, exercised his right to leave this world though voluntary assisted dying surrounded by his family. His legacy will live on through his organ and tissue donations. His tissue samples are being used in 14 various research projects including MND. The 2 recipients of his kidneys are doing well and are about to be discharged from hospital.
Andy leaves behind his wife of 50 years, Linda; his son Chris and daughter-in-law Bianca; and his grandchildren, Kade and Miander.
Vale Andy

5 Public Question Time

5.1 Public Questions

Question 1

Johnny Cantone

Topic: Budget

Is council prepared to concede that retaining tens of millions of dollars while failing to deliver approved infrastructure constitutes administrative failure rather than prudent financial management?

Response:

Through the Mayor, no this does not constitute administrative failure. Surplus cash held and subsequently invested is often a result of funds received ahead of the specific contractual or legislative purposes it is tied to. For example, developer contributions and public open space contributions typically provide funds in advance of the obligations they are intended to deliver. This is one element of prudent financial management.

Question 2

Joe Waralow

Topic: Thompson Ave Cowes

It has been reported in newspapers and social media of progress details of works in lower Thompson Ave Cowes. At times a council officer is reported, council is supporting all businesses while works are underway. How is council supporting all businesses?

Response:

Through the Mayor, Council officers have been working with the impacted business traders throughout the design and construction of the Cowes Foreshore Precinct Project.

This includes direct engagement with traders to accommodate specific business needs, delivery of the trading through transformation campaign, and outdoor trading permit fees have been waived for impacted traders for the 2025/26 financial year.

Question 3
Graham Jolly
Topic: Hilton Chadwick Reserve
The Hilton Chadwick Reserve and the Carnival land is planned to have a new safety traffic turning lane. Please provide the Victorian Transport Authority approved permit design plan for the new turning lane. On a number of occasions the CEO reported council was waiting approval.
Response:
Through the Mayor, the Department of Transport and Planning has provided additional feedback on draft designs. Council is addressing the feedback and will resubmit plans to the Department of Transport and Planning for review and endorsement.

Question 4
Bill Wilson
Topic: Business Permit
When police raid for illegal tobacco and vapours and arrest a business owner in the Bass Coast Shire will council cancel the business operating permit to that business after the court rules guilty.
Response:
Through the Mayor, if a court finds a business owner guilty of illegal tobacco or vaping offences, Council will review the outcome under its regulatory powers.
Any decision to suspend or cancel a business permit would be on a case-by-case basis.

Question 5
Kate Jinnette
Topic: Phillip Island Funding
Q1. It appears that recent major projects, such as the streetscape and boat ramp upgrades, do not go ahead unless funding is sourced outside of the council. With this in mind please explain what the council is doing to secure grants or external funds for a swimming pool to be constructed in the next five years?
Q2. If the council is unable to secure funding from the State or Federal Government, will it utilise cash reserves to fund and commence construction of swimming facilities on Phillip Island in the next five years?
Response:
Through the Mayor, the proposed timing of Council's delivery of aquatic facilities is detailed in the Bass Coast Aquatic Strategy 2015 (Amended) and Concept Master Plan, which is tabled for Council decision within this meeting's agenda.

Question 6

John Kuzma

Topic: Wonthaggi Secondary College

Councils project "Wonthaggi Secondary College Senior Campus Structure Plan" with grant funding of $350,000 is being inspected by a council consultant. Please provide details so far of the inspection to a building council does not own.

Response:

In the 2025/6 Budget, Council allocated $350,000 to the Old Wonthaggi Secondary College Site Redevelopment. Council is also conducting a review of the Wonthaggi Structure Plan. Council officers will reach out to the questioner to clarify the question further.

Question 7

John Kuzma

Topic: Stewart Road bridge

Council must urgently replace the Stewart Road bridge. It has been shown a Federal grant is to aid in the cost. Has council actually received into its bank as of 18 February 2026 the Federal grant money.

Response:

Through the Mayor, grant funding has not been received to date; however, Council has received advice from the Federal Government that its application for grant funding has been successful in the amount of $1.768 million. The grant agreement has been received, signed, and returned to the funding body.

Question 8

Terry Parkin

Topic: Olive Justice Place

A new toilet block for Olive Justice Place in Cowes project was moved into an early stage/phase as part of the Cowes Streetscape upgrade.

Has council funding, a design plan and location for the community to be informed of.

Response:

Through the Mayor, Stage 2 designs for the Cowes Streetscape Master Plan, which includes the Olive Justice Place toilet block, have not commenced. There is no funding allocation in the Long Term Financial Plan to attribute to this work.

Question 9

Ernie Westergard

Topic: Wonthaggi pool

Would council please inform the received funding arrangements from the State and Federal Governments towards the new Wonthaggi pool as of 18 February 2026.

Response:

Through the Mayor, there is currently no funding secured for the Bass Coast Aquatic and Leisure Centre. Adoption of the amended 2015 Bass Coast Aquatic Strategy will allow Council to advocate to the state and federal government for funding to prioritise the Bass Coast Aquatic and Leisure Centre.

Question 10

Graham Jolly

Topic: Aquatic Strategy

Council is updating its very old 2015 Aquatic Strategy to year 2026. Why is council presenting to Councillors and the public statistical information for years 2003, 2013 and the 2011 censors Federal data which is years out dated to present day figures.

Response:

Through the Mayor, amendments made to the 2015 Aquatic Strategy relate to the sequence of delivery of the facilities. Data was not reviewed as part of the amendment to the Strategy, but recent data does form part of the feasibility studies for each centre.

Question 11

Leanne Panozzo

Topic: Budget

Why were $30 million in public funds placed into term deposits instead of being used for long-promised infrastructure such as a swimming pool?

Response:

Through the Mayor, cash surpluses held and subsequently invested are often a result of funds received in advance of specific contractual or legislative obligations with which the funds are tied to.
Council's Community Vision, Council Plan and strategic objectives are all developed in consultation with the community, with the Long-Term Financial Plan, a financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision.

Question 12

Leanne panozzo

Topic: Consultation

What practical steps will council take to actively mobilise ratepayers to participate in decision-making rather than using low engagement as justification for delayed delivery?

Response:

Through the Mayor, Council regularly engages its community to inform decision-making, including in-person sessions and online engagement tools. Community members are encouraged to subscribe to Engage Bass Coast to receive direct notification of all consultation opportunities.

Question 13

Melinda Mariotti

Topic: Cowes Swimming Pool

Q1. why is the swimming pool for Cowes projected to be 20-25 years away despite available funds?

Q2. How is the current draft budget of 58 million dollars, being allocated across projects and why wasn't the swimming pool included.

Response:

Through the Mayor, the proposed timing of Council's delivery of aquatic facilities is detailed in the Bass Coast Aquatic Strategy 2015 (Amended) and Concept Master Plan, which is tabled for Council decision within this meeting's agenda.

The 2025-26 adopted Budget contains a capital program of $31.5 million aligned to the Long-Term Financial Plan.

6 Notices of Motion

There were no Notices of Motion.

7 Petitions and Joint Letters

7.1 Public Open Space Drainage and Connectivity Considerations 158 Reed Crescent Wonthaggi

Motion

1. **Receive the petition, Public Open Space Drainage and Connectivity Considerations 158 Reed Crescent Wonthaggi to lie on the table with a report to be presented no later than the 15 June 2026 Council Meeting.**
2. **Advise the head petitioner of Council's decision.**

Cr Mat Morgan moved an Alternative

Council Decision

Moved: Cr. Mat Morgan / Seconded: Cr. Jon Temby

1. **Receive the petition, Public Open Space Drainage and Connectivity Considerations 158 Reed Crescent Wonthaggi to lie on the table with a report to be presented no later than the 15 April 2026 Council Meeting.**
2. **Advise the head petitioner of Council's decision.**

CARRIED UNANIMOUSLY

7.2 Cowes Foreshore Market

Council Decision

Moved: Cr. Tracey Bell / Seconded: Cr. Tim O'Brien

That Council:

1. **Receive the petition Cowes Foreshore Market and resolve to deal with this matter at this Council Meeting in accordance with Council's Governance Rules.**
2. **Confirms that the Island Foreshore Market will be held on the foreshore reserve until June 2026.**
3. **Receives a further report no later than September 2026 detailing outcomes of a review of markets across Bass Coast.**

CARRIED UNANIMOUSLY

8 Reports Requiring Council Decision

8.1 2025-2026 Q2 Performance Report

Council Decision

Moved: Cr. Brett Tessari / Seconded: Cr. Jan Thompson

That Council receives the December 2025 Quarterly Performance Report.

CARRIED UNANIMOUSLY

8.2 Planning Application PDPERAMD-2023/000115-1 - 2140 KORUMBURRA-WONTHAGGI RD LANCE CREEK

Council Decision
Moved: Cr. Jan Thompson / Seconded: Cr. Jon Temby
That in relation to amendment application PDPERAMD 2023/000115-1 to amend the Planning Permit to use the land for an abattoir and associated buildings and works in a Farming Zone (FZ), removal of native vegetation, alteration to access to a road in Transport 2 Zone (TRZ2) and works within a Land Subject to Inundation Overlay (LSIO) located at 2140 Korumburra-Wonthaggi Road Lance Creek, Council resolves to issue a Notice of Decision to Amend a Planning Permit subject to the following conditions:

Amended plans required

1. **Before the use and /or development commences, amended plans drawn to scale with dimensions must be submitted to and approved by the responsible authority. The plans must be generally in accordance with the plans submitted but modified to show:**
   a. **Elevation plans of the external building work. This includes a new plant deck, blast freezer and boning room extension**
   b. **A car parking plan shall be prepared and submitted to the responsible authority for approval, clearly showing the layout, the proposed method of surfacing, and delineation of spaces, and how the car parking area will be landscaped.**
   c. **This plan, when approved, shall be endorsed as forming part of the permit and the parking area shall be constructed, maintained, drained and delineated in accordance with the endorsed plans to the satisfaction of the responsible authority.**
   d. **Landscape Plan of car parking area as per Condition 2.**

All to the satisfaction of the responsible authority. When approved, the plans will be endorsed and will then form part of this Permit.

Landscape Plan required

2. **Concurrently with the submission of plans required by Condition 1 and before the commencement of buildings and works, a detailed Landscape Plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When the Landscape Plan is approved, it will become an endorsed plan forming part of this permit.**
3. **The Landscape Plan must incorporate:**
   a. **any design changes as required by Condition 1.**

b. a survey (including botanical names) of all existing vegetation to be retained and/or removed.
c. a survey, including botanical names, of all existing trees on neighbouring properties where their Tree Protection Zones (calculated in accordance with AS4970-2009) encroach into the subject site. Details of surface finishes of pathways and driveways.
d. a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
e. landscaping and planting within all open areas of the site.
f. details of all proposed hard surface materials including pathways, patio, or decked areas.
g. The location and area of the planting must consider the height and width of the tree at maturity and are not to be sited over easements.
h. The provision of a vegetation buffer to existing waterway that extends north to south on the subject land. The vegetation buffer must be 30 metres either side of the waterway. Details of vegetation and landscaping is to be provided and be generally in accordance with the future Landcare management plan including monitoring and assessing requirements.
i. A vegetation buffer with a minimum width of 30 metres to extend from the southern title boundary, for the entire length of this boundary. Details of the proposed planting in this buffer must be provided. The intent of the buffer is to further screen the buildings and to limit dust from the use and operation including vehicle movements.

Completion and maintenance of landscaping

4. Within 3 months of the completion of the works pertaining to stage 1 or within the next applicable planting season, whichever is the earlier; the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority. The landscaping must thereafter be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced. Within 3 months of the completion of the works pertaining to car park 2 or within the next applicable planting season, whichever is the earlier; the landscaping works shown on the endorsed plans prepared by Spaceframe labelled 'Proposed Car Park 2 – landscape' must be carried out and completed to the satisfaction of the responsible authority. The landscaping must thereafter be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

Layout not to be altered

5. The use and development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

Amenity

6. **The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:**
   a. **transport of materials, goods or commodities to or from the land;**
   b. **appearance of any building, works or materials;**
   c. **emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, or otherwise;**
   d. **presence of vermin.**

Hours of operation and permitted number of livestock

7. **The use hereby permitted may only operate between 5.00am and 10.00pm Monday to Saturday subject to the following limitations, unless with the responsible authority's prior written consent.**
   a. **Pressure washing is only permitted on any day between 7.00am and 10.00pm.**
   b. **Unloading, sorting, managing and transferring livestock to the abattoir kill floor is only permitted between 6.00am-7.00pm.**
   c. **Abattoir operations including kill floor and boning room are only permitted between 5.30am-6.30 pm.**
   d. **Abattoir operations for transfer of meat products to cold store facilities (internal) are only permitted between 6.00am-10pm Monday to Saturday.**
   e. **Plant management, cleaning and repair, animal welfare and livestock management and vehicle movements associated with these activities are unrestricted.**
   f. **Heavy vehicle movements are restricted as follows:**
   g. **The operation is limited to the use of one dock (with one freezer truck) between 10.00pm-7.00am**
   h. **A maximum of one truck per hour delivering and unloading livestock is permitted to enter (or exit) the site between the hours of 5.00am and 7.00am Monday through Saturday.**
   i. **A maximum of one truck per hour delivering and unloading livestock is permitted to enter (or exit) the site between 12.00pm and 10.00pm on Sunday**
   j. **All gazetted Victorian public holidays are to be treated as though they are a Sunday for the purpose of this condition.**
   k. **The maximum number of livestock to be processed on the abattoir kill floor per day during permitted operating hours is 800.**

Engineering conditions – car parks

8. **Before the commencement of the use or occupation of the development, the area/s set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:**
   a. **constructed to the satisfaction of the responsible authority.**
   b. **properly formed to such levels that they can be used in accordance with the plans.**
   c. **surfaced with crushed rock or gravel and treated to the satisfaction of the responsible authority to prevent dust;**
   d. **Drained.**
   e. **marked to indicate each car space (for other surface finish);**

f. clearly marked to show the direction of traffic along access lanes and driveways.

g. properly illuminated with lighting designed, baffled and located to the satisfaction of the responsible authority, to prevent any adverse effect on adjoining land.

h. Prior to the increase in employee numbers reaching 301, the second car park must be constructed and landscaped in accordance with endorsed plans prepared by Spaceframe Buildings and submitted with PDPERAMD 2023/000115-1.

9. Noise emitted from the premises must not exceed the permissible noise levels as determined using Noise from Industry in Rural Victoria (NIRV: EPA publication 1411).

10. External lighting must be designed, baffled and located to prevent any adverse effect on adjoining land, to the satisfaction of the responsible authority.

11. All buildings and works must be maintained in good order and appearance to the satisfaction of the responsible authority.

12. All drainage and runoff from the site shall be contained within the settling pond located at the (specify) of the subject land, and any discharge from the site shall be free of pollutants (chemical and suspended materials). Prior to the commencement of the use hereby permitted, the applicant shall provide details of the proposed method of cleansing the water runoff and on the construction of such works to the satisfaction of the responsible authority.

13. Equipment, materials, goods or machinery, whether used in the process of industry carried out on the land or not, must not be stored or allowed to remain on any part of the land that is visible to the public from off the subject land.

14. Earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent soil erosion. The time for which soil remains exposed and unestablished must be minimised to the satisfaction of the responsible authority.

15. Soil erosion control measures must be employed throughout the construction stage of the development, to the satisfaction of the responsible authority.

16. The loading and unloading of vehicles and the delivery of goods to and from the premises, must at all times, be conducted entirely within the site and in a manner that limits interference with other vehicular traffic, to the satisfaction of the responsible authority.

17. The loading bay must remain free for the purpose of loading and unloading at all times.

18. Before the commencement of use, provision must be made for bicycle racks to accommodate 12 bicycles. Bicycle racks must be designed, constructed and located to the satisfaction of the responsible authority.

19. Low intensity lighting must be provided to ensure that car park areas and pedestrian accessways are adequately illuminated without any loss of amenity to the surrounding area, to the satisfaction of the responsible authority.

Engineering Conditions

20. **Before the commencement of use, all stormwater discharging from the site, buildings, vehicle access ways and works must be discharged to a water tank, soakwell or otherwise discharged so as not to cause erosion, flooding or nuisance to the subject or surrounding land, to the satisfaction of the responsible authority.**
21. **Stormwater to be treated in general accordance with the Bass Coast Shire Council Planning Scheme and EPA Victoria's publications and guidelines. Storm water quality targets should be to the satisfaction of the responsible authority.**
22. **No mud, dirt, sand, soil, clay, stones, oil, grease, scum, litter, chemicals, sediments, gross pollutants, animal waste or domestic waste shall be washed into, allowed to enter or discharged to the stormwater drainage system, receiving waters or surrounding land and road reserves, during the construction works hereby approved to the satisfaction of the responsible authority.**

West Gippsland Catchment Management Authority

23. **All buildings and works, other than the wastewater treatment ponds, must be located at least 30 metres from the top of the bank of the waterway.**
24. **All new buildings and works must be located entirely on land outside of the 1% AEP flood extent.**

Department of Transport Conditions

25. **Deleted.**
26. **Deleted.**
27. **Deleted.**
28. **Deleted.**
29. **Deleted.**
30. **Deleted**
31. **Deleted**
32. **Deleted.**

Sustainability Management Plan

33. **Prior to the commencement of the use and development, a Sustainable Management Plan must be prepared and submitted to and approved by the responsible authority. Upon approval the SMP will be endorsed as part of the planning permit and the development must incorporate the sustainable design initiatives outlined in the SMP to the satisfaction of the responsible authority. The report must include, but not limited to, the following:**

a. **Demonstrate how Best Practice measures for the relevant sustainable design requirements can be achieved.**
b. **Identify relevant statutory obligations, strategic or other documented sustainability targets or performance standards.**
c. **Document the means by which the appropriate target or performance is to be achieved.**

d. Identify responsibilities and a schedule for implementation, and ongoing management, maintenance, and monitoring.
e. Demonstrate that the design elements, technologies, and operational practices that comprise the SMP can be maintained over time.
f. A list of commitments to be notated and identified on the development/landscape plans.
g. Include the provision of EV charging stations.
h. Advise on solar battery backup and solar usage.

Waste Management Plan

34. Prior to the commencement of the use and development, a Waste Management Plan (WMP) must be submitted to and approved by the responsible authority. The WMP must be generally in accordance with the plans and reports submitted with the application but to include:
a. Truck and effluent washdown points and information where these are located and are managed.
b. Effluent management details.

Department of Transport and Planning Conditions

35. The existing access must be reconstructed to the satisfaction of the Head, Transport for Victoria.
36. At the entrance to the abattoir a Channelised Right (short turn) (CHRs) and Auxiliary Left turn (AUL) treatment must be constructed generally in accordance with the Austroads Guidelines and to the satisfaction of the Head, Transport for Victoria.
37. Prior to construction beginning on site, an Application for External Works – Functional Design Review, including Gippsland Regions Developer Funded Functional Layout Checklist, for Korumburra-Wonthaggi Road and the entrance to the site must be submitted and endorsed by the Head, Transport for Victoria. The application must be generally in accordance with the External works Review and Certification process as outlined on the Transport Victoria Website.
38. Prior to works beginning in the Road Reserve, an Application for External Works Detailed Design Review, including Gippsland Regions Developer Funded Detailed Design Checklist, for Korumburra-Wonthaggi Road and the entrance to the site must be submitted and endorsed by the Head, Transport for Victoria. The application must be generally in accordance with the External works Review and Certification process as outlined on the Transport Victoria Website.
39. Prior to the use of the buildings hereby approved, the required roadworks at the entrance of Korumburra-Wonthaggi Road must be completed by the Developer at no cost and to the satisfaction of the Head, Transport for Victoria.
40. Prior to design plans beginning, the applicant's consultants must attend a predesign meeting with the Department of Transport (Gippsland Region). Pre Design Meeting Requests must be submitted via email nriw.eastern@transport.vic.gov.au.

41. The existing Korumburra-Wonthaggi Road Pavement and Surrounds must be upgraded to include the new access to accommodate the change in traffic loadings and movements at no cost and to the satisfaction of the Head, Transport for Victoria. These works include, but are not limited to:

a. Pavement reconstruction

b. Pavement Asphalting / Re-Sealing

c. Drainage Works

d. Street Lighting

e. Line Marking

f. Signage

42. Prior to the use/operation of the abattoir, the permit operator must provide a bond for the proposed works to the Head Transport for Victoria. This must be 2 times the value of the proposed works (consultant estimate to be provided for approval).

43. Within 3 months after the issue of the planning permit, the operator of the site must execute a signed legal agreement with the Head, Transport for Victoria specifying the road improvements to the entrance of the site at no cost and to the satisfaction of the Head, Transport for Victoria. All cost associated with the agreement is to be borne by the operator of the site.

44. The legal agreement must include the following road improvements:

• Channelised Right (short turn) CHR(s) treatment

• Auxiliary left-turn (AUL) treatment

• Roadway (flag) lighting

• Shoulder sealing adjacent to the access

• Signage Schedule and completion timeframes

45. The road improvements must be completed within 12 months from the issue of the planning permit, or unless agreed in writing by the Head, Transport for Victoria.

46. Driveways must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter and exit the site in a safe manner or compromise operational efficiency of the road or public safety (e.g., by spilling gravel onto the roadway).

47. Any vegetation removal within the arterial road reserve must be referred and approved by the Responsible Authority.

Department of Energy, Environment and Climate Action Conditions

48. Before work starts, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.

49. The native vegetation identified in NVRR ID 304_20250730_80Z and permitted to be removed, destroyed or lopped under this permit is 0.075 hectares of native vegetation, which is comprised of:

a. One patch of native vegetation with a total area of 0.075 hectares [containing no large trees]

50. To offset the permitted removal of 0.075 hectares in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017), the permit holder must secure the following offsets:

a) A general offset of 0.022 general habitat units:

I. located within the West Gippsland Catchment Management Authority or Bass Coast Shire municipal area

II. with a minimum strategic biodiversity score of at least 0.347.

51. Before any native vegetation is removed, evidence that the required offset by this permit has been secured must be provided to the satisfaction of the responsible authority. This evidence must be of the following:

a. Credit extract(s) allocated to the permit from the Native Vegetation Credit Register.

A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit.

52. Before work starts, a plan, to the satisfaction of the responsible authority, must be prepared, submitted to, and approved by the responsible authority. When approved, the plan will be endorsed and will form part of this permit. This plan must:

a. Detail a description of the measures to be implemented to protect nearby areas of native vegetation and tree protection zones to be retained during the construction works, and the person/s responsible for implementation and compliance. These measures must:

i. Include the erection of a native vegetation protection fence around all native vegetation to be retained on site, including the tree protection zones of all native trees to be retained. All tree protection zones must comply with AS 4970-2025 Protection of Trees on Development Sites.

ii. Specify for the native vegetation protection fence to remain in place until all works are completed to the satisfaction of the responsible authority.

b. Include any other requirements specified by the responsible authority.

53. Unless with the written consent of the responsible authority, within the area of native vegetation to be retained and any nearby tree protection zone associated with the permitted use or development, the following is prohibited:

a. Any vehicle or pedestrian access,

b. Trenching or soil excavation,

c. Storage or dumping of any soils, materials, equipment, vehicles, machinery, or waste products,

d. Entry or exit pits for underground services, and

e. Any other actions or activities that may result in adverse impacts to retained native vegetation.

Cancellation of existing permit

54. Within one year from the approval date of amendment PDPADM 2023/000115-1 and before the works commence to widen Korumburra-Wonthaggi Road and the removal of native vegetation starts, planning permit number 2024/002117 must be cancelled. Proof must be provided without delay to the responsible authority that this has occurred.

Time for starting and completion

55. This permit will expire if:

a. The development does not start within two years from the date of the Permit; or

b. The development is not completed within four years of the date of the Permit; or

c. The vegetation removal is not completed within 12 months of the approval date of amendment 2023/000115-1 to this permit; or

d. The use is discontinued for a period of two years.

The responsible authority may extend the time referred to if a request is made in writing before this Permit expires or within six months after the expiry date if the development has not commenced.
If the development has lawfully commenced, the responsible authority may extend the time referred to if a request is made in writing within twelve months of the expiry date.

Permit Notes

A. Building permit may be required
This permit does not constitute any authority to carry out any building works or occupy the building or part of the building unless all relevant building permits are obtained.

B. Planning permission
Nothing in the grant of this permit should be construed as granting any permission other than planning permission for the purpose described. It is the duty of the permit holder to acquaint themselves, and comply, with all other relevant legal obligations (including any obligation in relation to restrictive covenants and easements affecting the site) and to obtain other required permits, consents, or approvals.

C. Septic tank permit
A separate application to install an all waste septic tank system is required to be submitted to and approved by Council's Environmental Health Department prior to the commencement of works.

D. Failure to Comply
Any failure to comply with the conditions of this permit may result in action being taken to have an Enforcement Order made against some or all persons having an interest in the land and may result in legal action or the cancellation of this permit by the Victorian Civil and Administrative Tribunal.

E. Native Vegetation Control
A Planning Permit is required to remove, destroy or lop native vegetation on the land, except in accordance with an exemption specified in the Bass Coast Shire Planning Scheme.

F. Permit for Protected Fauna
Before the commencement of works, a Flora and Fauna Guarantee Act 1988 (FFG) permit to take protected flora is required if the works will impact on protected flora species or communities. The applicant should confirm whether a FFG permit to take protected flora is required to remove protected flora during construction works associated with the road drainage works.

G. Permit to Building Surveyor
The permit holder/applicant/owner must provide a copy of the Planning Permit to any appointed Building Surveyor. It is the responsibility of the permit holder/applicant/owner and the Building Surveyor to ensure that the development approved by this Permit is consistent with any Building Permit approved and that all works are consistent with the endorsed plans approved under this Planning Permit."

H. Bushfire Prone Area
This site is in a designated Bush Fire Prone Area. Compliance with AS3959 is required.

I. Council Engineers
Other permits may be required.

Nothing in the grant of this permit should be constructed as granting any permission other than planning permission for the purpose described. It is the duty of the permit holder to acquaint themselves, and comply, with all other relevant legal obligations (including any obligation in relation to restrictive covenants and easements affecting the site) and to obtain other required permits, consents, or approvals. This may include (but not limited to):

- **Road Occupation Permits.**
- **Asset Protection Permits.**
- **Building Permits.**
- **Legal Point of Stormwater Discharge.**

J. DECCA
Works or other activities are proposed on public land and may affect protected native plants that require a permit under the Flora and Fauna Guarantee Act 1988 (FFG Act) prior to the commencement of works. To obtain an FFG permit or further information, please contact a Natural Environment Program officer at the Gippsland regional office of the Department of Energy, Environment and Climate Action at Gippsland.Environment@deeca.vic.gov.au

K. Department of Transport and Planning
Separate consent for works within the road reserve and the specifications of these works is required under the Road Management Act. For the purposes of this application the works will include provision of:

a. Channelised Right (short turn) CHR(s) treatment

b. Auxiliary left-turn (AUL) treatment

c. Roadway (flag) lighting

d. Shoulder sealing adjacent to the access.

L. Environment Protection Authority

This permit is not an EPA permission/ approval. Before the use or development authorised under this permit starts, the permit holder must ensure that any obligations or duties that arise under the Environment Protection Act 2017 are met. This may include obtaining an EPA permission, approval, or exemption, in accordance with the Environment Protection Regulations 2021. The Environment Protection Act 2017 imposes duties on individuals and/or businesses undertaking the activity permitted by this permit. If your business engages in activities that may give rise to a risk to human health or the environment from pollution or waste, you must understand those risks and take action to minimise them as reasonably practicable. For further information on what the laws mean for Victorian businesses and community go to: https://www.epa.vic.gov.au/general-environmental-duty

CARRIED UNANIMOUSLY

8.3 1805 Phillip Island Road, Cowes - Planning Application No. PDPLANPER-2025-000848

Council Decision

Moved: Cr. Ron Bauer / Seconded: Cr. Tracey Bell

That in relation to planning permit application PDPLANPER-2025/000848 for Buildings and works associated with a caravan park in the Rural Activity Zone (RAZ) and the Bushfire Management Overlay (BMO) located at 1805 & 1825 Phillip Island Rd, Cowes, Council resolves to issue a Notice of Decision to Grant a Permit subject to the following conditions:

Amended plans required

1. **Before the development commences or the plan of subdivision is certified, amended plans drawn to scale with dimensions must be submitted to and approved by the responsible authority. The plans must be generally in accordance with the plans submitted with the application, but modified to show:**
   a) **All trees within the defendable space area shown in the Bushfire Management Plan prepared by Jardine Johnstone, Revision C, dated 26 October 2025.**
   b) **The Whole Site Plan prepared for Park Lane Construction, Revision 3, dated 19 June 2025, to show the defendable space consistent with the Bushfire Management Plan.**
   c) **The Whole Site Plan to show all trees within the full extent of the defendable space area, demonstrating that the canopy separation requirements specified in the Bushfire Management Plan have been met.**
   d) **A notation for each tree to be removed as shown on the submitted plans, including a legend that specifies the applicable exemption for the tree/s to be removed.**
   e) **Canopy separations within the defendable space area compliant with the bushfire protection measures specified on the Bushfire Management Plan**
   f) **Tree numbering to be consistent between the Bushfire Management Plan and the Whole Site Plan.**
   g) **Civil plans in accordance with Condition 5 of this permit.**
   h) **Compliance with the requirements of the Country Fire Authority specified in Conditions 11, 12 and 13 of this permit**

Layout not to be altered

2. **The layout of the site and size, design and location of buildings and works as shown on the endorsed plans must not be altered without the prior written consent of the responsible authority.**

Exterior Colour – Visual Impact

3. **The exterior colour and cladding of the development must not result in any adverse visual impact on the environment of the area and all external cladding and trim of the building, including the roof, must be of a non-reflective nature.**

Car parking construction

4. **Before the occupation of the development, the area/s set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:-**
   a. **constructed to the satisfaction of the responsible authority;**
   b. **properly formed to such levels that they can be used in accordance with the plans;**

c. **landscaped;**

d. **surfaced with crushed rock or gravel and treated to the satisfaction of the responsible authority to prevent dust;**

e. **marked to indicate each car/vehicle space;**

f. **clearly marked to show the direction of traffic along access lanes and driveways;**

g. **properly illuminated with lighting designed, baffled and located to the satisfaction of the Responsible authority to prevent any adverse effect on adjoining land;**

to the satisfaction of the responsible authority.

Development Services Conditions

5. **Before the commencement of works, detailed civil construction plans must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. All construction plans submitted for approval must be consistent with this permit and must conform with the requirements of all relevant servicing authorities. The plans must be drawn to scale with dimensions and an electronic copy (PDF) must be provided. The plans must show:**

   a. **Drainage of the subject land, including levels or contours of the land (including relevant external catchments). The drainage plan must be prepared in accordance with the requirements of the Infrastructure Design Manual (IDM) as amended and must provide for the following:**

      i. **How the subject development will be drained for a 10% AEP storm event to the legal point of discharge.**

      ii. **An underground pipe drainage system conveying stormwater to the legal point of discharge and connecting into Bass Coast Shire Council's stormwater drainage system by the existing underground drainage property connection.**

6. **Before the occupation of the development hereby permitted, the following works must be completed to the satisfaction of the authority responsible, including all necessary permits being obtained and inspections undertaken:**

   a. **All civil construction works, must be constructed in accordance with the civil design plans for the property as endorsed by the authority responsible pursuant to this planning permit.**

   b. **All drainage works (excluding any above ground detention tanks deferred via a Section 173 agreement) in accordance with the endorsed civil plans.**

   c. **Photographic evidence of the legal point of connection to Council's drainage system must be provided if Council inspection cannot be arranged prior to backfilling.**

d. **As-constructed levels must be provided to AHD for any new Council assets constructed with the development.**

7. **No mud, dirt, sand, soil, clay, stones, oil, grease, scum, litter, chemicals, sediments, gross pollutants, animal waste or domestic waste shall be washed into, allowed to enter or discharged to the stormwater drainage system, receiving waters or surrounding land and road reserves, during the construction works hereby approved to the satisfaction of the responsible authority.**
8. **Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the responsible authority.**
9. **The site must be developed and managed to ensure there is no stormwater pollution through the contamination of runoff by chemicals, sediments, wastes or pollutants in accordance with 'Best Practice Environmental Management Guidelines for Stormwater Management and Construction Techniques for Sediment Pollution Control' (EPA) at any time during construction or operation, to the satisfaction of the responsible authority.**

Mandatory Bushfire Condition

10. **The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.**

Country Fire Authority Conditions

11. **Before the development starts, an amended Bushfire Management Plan must be prepared to the satisfaction of CFA then submitted to and endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority.**

    The plan must be generally in accordance with the plan by Jardine Johnstone, Attachment 3 dated 29/08/2025, but modified to show the proposed amended layout with additional cabins and in line with the approved design layout, and to refer to the CFA Caravan Park Fire Safety Guidelines 2024.
12. **Before the works commence and any design drawings are endorsed for the permit the proposed design layout shall be shown to be compliant and to the satisfaction of CFA and the responsible authority in accordance with the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024, and the regulation referenced – CFA Caravan Park Fire Safety Guidelines 2024 and including the following being implemented to a satisfactory level:**

a. **Emergency vehicle access and firefighting equipment – of hose reels and hydrants.**

b. **The layout for cabins and sites shall provide for the physical separation of structures to the minimum 2m as required and clear firefighter access that is always a minimum 1m, including allowing for carparking and rear access where fences are to be maintained.**

c. **A means of landscape fire risk mitigation for a grass and scrub fire impacting the park from the northwest direction and including the adjoining reserve, shall be proposed as a satisfactory non-combustible barrier to such impact on the proposed cabins and sites.**

13. **The park emergency management plan shall be updated to incorporate the proposed alterations to the park under this permit and incorporate any endorsed bushfire management plan.**

Expiry Condition

14. **This permit will expire if one of the following circumstances applies:**

a. **The development does not start within 3 years from the date of this Permit; or**

b. **The development is not completed within 5 years of the date of this Permit.**

A permit may be extended if a request is made in writing in accordance with Section 69 of the *Planning and Environment Act 1987*.

CARRIED UNANIMOUSLY

8.4 The Esplanade (Sunderland Bay Road to Zephyr Court) Intent to Declare a Special Charge Scheme

Council Decision

Moved: Cr. Tracey Bell / Seconded: Cr. Mat Morgan

That Council:

1. **Adopts the concept option as shown in Attachment AT-1 as the preferred design option.**

2. **Commences the statutory process under section 163 of the *Local Government Act 1989* (Act) to declare at the 15 July 2026 Council Meeting a Special Charge for the purpose of defraying the expenses and costs to be incurred by Council in relation to the construction and improvement of roads and drainage of The Esplanade between Sunderland Bay Road and Zephyr Court, Sunderland Bay to be known as the 'The Esplanade (Sunderland Bay Road to Zephyr Court) Road and Drainage Upgrade Project' (Special Charge Scheme).**

3. **In accordance with sections 163(1A) and 163B(3) of the Act, directs that public notice be given in the 'South Gippsland Sentinel Times' and the 'Phillip Island and San Remo Advertiser' of the Council's intention to declare at the 15 July 2026 Council Meeting a Special Charge in the form of the attachment to this resolution (Proposed Declaration of Special Charge) (Attachment AT-4, including Schedule 1 and Schedule 2, and also the statement pursuant to sections 163(2)(a), (2A) and (2B) of the Act (Benefit Ratio Statement (Attachment AT-2)), such Special Charge to be as detailed in the Proposed Declaration of Special Charge, for the purposes set out at paragraph 1 thereof.**
4. **Further directs that, in accordance with section 163 (1C) of the Act, separate letters enclosing a copy of the public notice be sent to the owners of the properties referred to and set out in Schedule 2 to the Proposed Declaration of Special Charge advising of Council's intention to declare the Special Charge at the 15 July 2026 Council Meeting, the amount for which each property owner will be liable, the basis of the calculation and distribution of the Special Charge and notifying such persons that any written submissions and/or objections in relation to the Proposed Declaration of Special Charge must be received by 15 April 2026 and will be considered and/or taken into account by Council in accordance with sections 163A, 163B and 223 of the Act.**
5. **Establishes and appoints a Committee, under section 223(1)(b)(i) of the Act, comprising the Mayor and the three Island Ward Councillors, to hear any persons who have requested to be heard in support of their submissions.**
6. **Authorises the Council's General Manager Future Places (or any person for the time being acting in that position) to carry out any and all other administrative procedures to enable Council to carry out its functions under sections 163(1A), (1B) and (1C), 163A, 163B and 223 of the Act.**

CARRIED UNANIMOUSLY

8.5 Bass Coast Aquatic Strategy 2015 (Amended) and Concept Master Plan

Council Decision

Moved: Cr. Brett Tessari / Seconded: Cr. Mat Morgan

That Council:

Adopts the Amended 2015 Bass Coast Aquatic Strategy and the Bass Coast Aquatic and Leisure Centre Redevelopment Masterplan.

CARRIED UNANIMOUSLY

8.6 Surf Parade Inverloch - one way road traffic

Council Decision

Moved: Cr. Brett Tessari / Seconded: Cr. Jon Temby

That Council:

1. **Note the proposal to introduce one-way traffic flow changes to Surf Parade (between Ozone Street and Goroke Street), Inverloch, in accordance with section 207 and schedule 11, clause 9 of the Local Government Act 1989.**
2. **Resolve to undertake public consultation in accordance with section 223 of the Local Government Act 1989 in relation to the proposed one-way traffic flow changes.**
3. **Direct that public notice of Council's intention to consider the proposed traffic changes be given in the South Gippsland Sentinel-Times and on Council's website, inviting written submissions.**
4. **Advertise that submissions must be received by Council by 5.00pm on 1 April 2026, in writing and addressed to the Chief Executive Officer, Bass Coast Shire Council, PO Box 118, Wonthaggi VIC 3995.**
5. **Establish a Committee of Council, pursuant to section 223(1)(b)(i) of the Local Government Act 1989, comprising the Mayor and Bunurong Ward Councillors, to hear any person(s) who have made a written submission and who have requested to be heard in support of their submission, with the Committee to report back to Council prior to consideration of the matter at the 17 June 2026 Council Meeting.**
6. **Approve the use of project savings on the Inverloch-Wonthaggi Trail to be utilised on the Surf Parade Stage 3B construction.**

CARRIED

8.7 Inverloch Hub Refurbishment – Stage 2

Council Decision

Moved: Cr. Mat Morgan / Seconded: Cr. Brett Tessari

That Council:

1. **Accept the tender from TS Constructions Pty Ltd and award Contract No 25015 Inverloch Hub Refurbishment – Stage 2 for the contract sum of $1,155,000 plus GST of $115,500 which includes lump sum and provisional amount of $30,560.**
2. **Authorise the Chief Executive Officer to execute Contract 25015 Inverloch Hub Refurbishment – Stage 2 between Council and TS Constructions Pty Ltd.**

CARRIED UNANIMOUSLY

8.8 Advocacy Priorities 2026-2028

Council Decision

Moved: Cr. Brett Tessari / Seconded: Cr. Jon Temby

That Council:

1) **Endorse the Advocacy Priorities 2026-2028;**
2) **Submits the following motions to the Australian Local Government Association 2026 National General Assembly being held 23-25 June 2026:**
   a) **This National General Assembly calls on the Australian Government to provide consistent grant funding in partnership with State governments to renew and redevelop aquatic facilities in regional areas that are nearing the end of their operational life, noting that Victoria's infrastructure strategy 2025–2055 calls for community infrastructure such as pools and libraries to be delivered with a 1:1:1 funding ratio between all levels of government as a means to source the required levels of funding; and**
   b) **This National General Assembly calls on the Australian Government to work with Local and State governments to measure, manage and mitigate coastal risks for our communities, before these hazards materialise as costly natural disasters.**

CARRIED UNANIMOUSLY

8.9 Rating Strategy Review - Consultation Results and Recommendations

Motion

That Council

1. **Adopts the Rating Strategy 2026, which includes revised rating differentials, reforms to the Rural Land Management Rebate (RLMR) and a pensioner waste charge rebate, with effect from 1 July 2026.**
2. **Makes the following rating differential revisions to the classes of land in the Municipality:**
   a. **Farmland – Reducing the rating differential from 80 per cent to 70 per cent.**
   b. **Vacant land – Increasing the rating differential from 150 per cent to 200 per cent.**
   c. **Developed land – No change with the rating differential remaining at 100 per cent.**
3. **Implements the following reforms to the RLMR:**

a. **Introduce a revised program with a proposed budget to be determined in conjunction with the development of the Annual Budget.**

b. **Reforms the program to ensure alignment with Council Plan objectives, to deliver enhanced biodiversity and natural asset protection that targets high-value conservation work.**

4. **Introduces a 20 per cent Waste Charge rebate for eligible pensioners who hold Centrelink or Veteran Affairs Pension Concession Cards.**

5. **Provides first homeowners with short-term relief (capped at two years), from the 50 per cent increase in the vacant land rate. This will be provided as a rebate on application and subject to the provision of documentary evidence that confirms the ratepayer(s) first homeowner status.**

Cr. Jan Thompson moved an Alternative

Council Decision

Moved: Cr. Jan Thompson / Seconded: Cr. Tim O'Brien

That Council

6. **Adopts the Rating Strategy 2026, which includes revised rating differentials, reforms to the Rural Land Management Rebate (RLMR) and a pensioner waste charge rebate, with effect from 1 July 2026.**

7. **Makes the following rating differential revisions to the classes of land in the Municipality:**

a. **Farmland – Reducing the rating differential from 80 per cent to 65 per cent.**

b. **Vacant land – Increasing the rating differential from 150 per cent to 200 per cent.**

c. **Developed land – No change with the rating differential remaining at 100 per cent.**

8. **Implements the following reforms to the RLMR:**

c. **Introduce a revised program with a proposed budget to be determined in conjunction with the development of the Annual Budget.**

d. **Reforms the program to ensure alignment with Council Plan objectives, to deliver enhanced biodiversity and natural asset protection that targets high-value conservation work.**

9. **Introduces a 20 per cent Waste Charge rebate for eligible pensioners who hold Centrelink or Veteran Affairs Pension Concession Cards.**

10. **Provides first homeowners with short-term relief (capped at two years), from the 50 per cent increase in the vacant land rate. This will be provided as a rebate on application and subject to the provision of documentary evidence that confirms the ratepayer(s) first homeowner status.**

CARRIED

9 Statutory Reports

9.1 Informal Meeting of Councillors

Council Decision

Moved: Cr. Brett Tessari / Seconded: Cr. Jan Thompson

That Council receive the attached Informal Meeting of Councillors records.

CARRIED UNANIMOUSLY

9.2 Planning and Building Statistics - November 2025

Council Decision

Moved: Cr. Jon Temby / Seconded: Cr. Brett Tessari

That Council:

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

CARRIED UNANIMOUSLY

9.3 Planning and Building Statistics - December 2025

Council Decision

Moved: Cr. Mat Morgan / Seconded: Cr. Jon Temby

That Council:

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

CARRIED UNANIMOUSLY

9.4 Contracts Awarded and or Extended under CEO Delegation for November & December 2025

Council Decision

Moved: Cr. Jon Temby / Seconded: Cr. Mat Morgan

That Council notes the above contracts were awarded and or extended under the delegated authorities in accordance with the Procurement Policy during November to December 2025.

CARRIED UNANIMOUSLY

9.5 Councillor Allowances and Expenses for the Council Term 11 November 2024 to 31 December 2025

Council Decision

Moved: Cr. Brett Tessari / Seconded: Cr. Jon Temby

That Council receive the report on Councillor Allowances and Expenditure for the Council term between 11 November 2024 and 31 December 2025.

CARRIED UNANIMOUSLY

10 Urgent Business

There was no Urgent Business.

11 Mayoral Announcement of Next Meeting of Council

The next Council Meeting will be held on 18 March 2026 in the large meeting room at Berninneit, Cowes commencing at 1.00pm.

Council Decision
Moved: Cr. Brett Tessari / Seconded: Cr. Jan Thompson

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;

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

CARRIED UNANIMOUSLY

Meeting adjourned

That the meeting be adjourned at 2.39pm

Meeting resumed

That the meeting be resumed at 2.40pm

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 10 December 2025

13 Reports Requiring Council Decision Closed to the Public

13.1 Hardship and Financial Hardship - Rates Waiver

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

13.2 Appointment of ARC Independent Member

(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

The meeting closed at 2.51pm.