

Bass Coast Shire Council
Council Meeting Minutes

Wednesday 19 June 2024

Council Chamber

Bass Coast Civic Centre

Baillieu Street East, Wonthaggi

Commencing at 1:00 pm

The meeting commenced at 1.01pm

Cr Clare Le Serve read the Mobile Telephone Reminder and the Statement of Acknowledgement.

Cr Rochelle Halstead read the Councillor Statement.

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1 Present and Apologies

Councillors: Cr Clare Le Serve, Western Port Ward (Mayor)
Cr Rochelle Halstead, Western Port Ward (Deputy Mayor)
Cr Leticia Laing, Bunurong Ward
Cr Brett Tessari Bunurong Ward
Cr Ron Bauer, Island Ward
Cr David Rooks, Island Ward
Cr Michael Whelan Island Ward
Cr Geoff Ellis, Western Port Ward

Officers: Mr Greg Box, Chief Executive Officer
Ms Robyn Borley, General Manager Business Transformation
Ms Colette McMahon, Acting General Manager Partnerships, Economy and Culture
Ms Donna Taylor, Acting General Manager Place Making
Ms Jodi Kennedy, General Manager Resilient Communities
Ms Sharyn Tilley, Acting Manager Governance and Property
Mr David Filmalter, Chief Financial Officer

Apologies: Cr Les Larke, Bunurong Ward

2 Declarations of Interest

There were no Declarations of Interest.

3 Confirmation of Minutes

3.1 Council Meeting 15 May 2024

Council Decision

Moved: Cr. Geoff Ellis / Seconded: Cr. Rochelle Halstead

That the minutes of the Council Meeting held on 15 May 2024 be confirmed.

CARRIED

4 Mayor and Councillor Reports

4.1 Cr Clare Le Serve - Mayoral Report

In brief the Mayoral activities have included the following:

Activities

- Diversity & Inclusion Breakfast, Wonthaggi Club
- Woolamai Beach Surf Life Saving Club Presentation Night
- Bass Coast Citizenship Ceremony
- Bass Community Dinner
- Bass Coast Community Awards 2024
- 2024 Stormwater Victoria Conference
- Photo with Anton Hassell Harmony Bells returning to Berninneit
- Corinella & District Community Centre - Annual Art Show and Sale Opening night
- Woolamai Beach SLSC Environs Management Plan -Project Completion Celebration
- Gathering Place Community Lunch and launch of the Gathering Place Partnership

Meetings

Attended Council Workshops and Briefings

Chaired Councillor Only Meetings

Weekly meetings with CEO, Council Support and Communications

Additional Meetings:

- 2024 MAV State Council Meeting
- Meeting with Kevin Love, Chair, Phillip Island Nature Parks
- Site visit - Tony Middelton
- Audit and Risk Committee members only Meeting
- Audit & Risk Committee Meeting
- Meeting with Simon Pristel, Headline PR
- San Remo SP CRG Session 3. Co-Design Workshop
- Bass Recreation Reserve Changeroom Refurbishment Meeting
- Corinella Residents & Ratepayers Association Meeting
- Cr Clare Le Serve (Bass Coast Mayor) | Helen Steel (SECCCA CEO)
- Wonthaggi Secondary College site meeting - Matt Nelson Executive Director – Land Co-ordination, Strategy and Precincts
- Peri Urban Councils Victoria Board Meeting
- Coronet Bay Community Association Meeting

Other

Media Enquiries/Interviews

Phone calls, emails and letters

4.2 Cr Rochelle Halstead - Councillor Report

Council Briefing

- CEO Presentation
- Environment Fund (BDL Introduction)
- Circular Economy 101 Introduction
- Structures Asset Management Pan
- Advocacy Update
- First Nations Update
- Urban Road and Drainage Improvement Policy Review
- Council Support and Resources Policy
- Westernport Ward Briefing
- Cemeteries Update
- Events and Partnership Update
- Integrated Transport Strategy
- OneCouncil contract
- Old CFA site visit

Council Meetings

- Audit and Risk
- Budget submissions
- Parks Victoria (MTB /BMX/ PUMP Reference Group)

Community Meetings / Events

- AICD Webinar - From Geopolitics to Budgets: Unpacking the key economic influences in 2024
- Phillip Island Boardriders Sponsor Night
- Save Newhaven Jetty Public Forum
- Wonthaggi Probus Group Guest Spealer

Due to the confidential nature of meetings with residents and/or businesses, they will not be reported. Emails also remain confidential in nature.

4.3 Cr Leticia Laing - Councillor Report

Vale Dennis Leversha

On behalf of Bass Coast Shire Council I would like to express my condolences and heartfelt sympathy to the family and friends of Dennis Leversha on his recent passing.

Dennis was recognised across Gippsland - and especially in his home in Wonthaggi - as one of our greatest artists, teachers, storytellers, historians, and friends.

A vital part of his passion for the community was through his extensive work at the Wonthaggi Historical Society and the Bass Coast Artists Society.

His legacy is all around us in the murals he painted, many of which capture the working life of ordinary Gippslanders and the everyday people who built our towns.

We express our deepest thanks to Dennis for his life and work in our community.

Council Activities from May to June Ordinary Council Meeting

This report highlights my activity and engagement from May to June Ordinary Council Meeting.

I am regularly contacted by community members for a range of queries. This report does not include the work I undertake with council officers to address these inquiries nor the many engagements I have with community members throughout the month.

Events/Conferences

National Simultaneous Storytime, Wonthaggi Library

On Wednesday 22 may 2024 we celebrate literacy by reading the same book across the nation. It was my pleasure to read "Bowerbird Blues" by Aura Parker this year. Thank you to the students of Wonthaggi North Primary School who attended the session.

Inverloch Tourism Association Mixer

Thank you to the incredible ITA committee who have developed some excellent marketing and collaborative opportunities between business in Inverloch.

Bass Coast Refugee Sponsorship Group fundraiser

An excellent fundraiser to support new refugees calling Bass Coast Shire home.

Meetings

Inverloch Bowling Club

Thank you to Derek Brown for meeting with me to discuss plans for the Inverloch Bowling Club.

Wonthaggi Activity Centre Plan

Thank you to local members of the business community in Wonthaggi who were able to attend a briefing on recent updates to the project.

Myli – My Community Library Community Advisory Committee Meeting

Thank you to the CAC community members who attended this meeting at Berninneit to work on how Myli- My Community Library can deliver the best for its library patrons and members.

4.4 Cr David Rooks - Councillor Report

Meetings

- Council meeting
- Love Phillip Island Alliance meeting
- IW planning briefing

Briefings

- Weekly Wednesday Council Briefings

Functions

- Bass Coast Community Awards
- Robert Smith Collection opening night
- Phillip Island Photography welcoming
- PI and San Remo Rotary dinner

Other

- Gathering Place get together.

Ongoing

- Prepared for monthly Councillor meeting.
- Dealt with constituents' issue and queries – email, phone.

4.5 Cr Geoff Ellis - Councillor Report

The best part of being a councillor is sharing people's successes and aspirations beyond the confines of the Civic Centre and bringing their stories into this room (The Chamber!) to share with the people of the Shire and include them in our work.

This month I attended numerous community functions, meetings and events which my 'Around The Shire with Geoff' Facebook covers in more detail and hopefully informative images.

Here are a select few of the many highlights in no particular order.

Art at Bass Coast Adult Learning – being present as Aunty Lizzie Dalton prepared works for the Upcoming NAIDOC week exhibition. I note some of her paint on my hands as I make this report.

Visited Berninneitt for the Robert Smith related exhibition – very well curated and, oh, those Counihans – more of these please?!

Attended the monthly meeting of the Bass Coast South Gippsland Reconciliation Group as Council's delegated representative.

Thoroughly enjoyed representing council and the reconciliation group at the 'Kids as Catalyst' programme at Bass Valley Primary – 'The Diversity Dudes' raised $675 for the Indigenous Literary Foundation as part of this great intitiative that teaches kids valuable life skills and reslilience and is funded and overseen by the Bass Coast Community Foundation. Well done Deb Watson, BCCF CEO.

At Mitchell House (Wonthaggi) I attended a meeting of the Combined Services Housing Meeting (The Homeless Coalition) and learned about the Winter Shelter program progress. I followed this up by obtaining the details of various emergency food relief programs run by community houses in Bass, Corinella, Lang Lang, Inverloch and Cowes and shared this information information via facebook.

Cape Paterson Surf Life Saving Club – Represented BCSC along with our very hard working and diligent Mayor, Clare Le Serve, Cr Rooks and CEO Greg Box. Good to see an element of truth telling and exposure of past exclusionary practices as expressed by Boonwurrung Elder, Aunty Sonia Weston. It was a privilege to be part of this emergence of local First Nations self-determination, get some pics of the Gathering Place Partnership sign off, catch up with the community and listen to an update about the Victorian Treaty negotiations and the First Nations Assembly.

And then, of course, there was today's Council meeting, a literal exclamation mark in the Shire narrative, preserved in these minutes, currently draft, and the livestream, archived for future scrutiny.

In closing I feel a need to acknowledge the untiring support of the council officer team who look after us so well and make all this technology work without fuss and the diligence of all my fellow councillors.

5 Public Question Time

5.1 Kevin Griffin, Mayoral Chains and Robe

Last month Council advised that Victoria police did not provide any written advice regarding investigating the theft of the Mayoral Chains and Robe.

Will Council now make freely available to the community a complete and unedited copy of Council's written report of theft to Victoria Police?

Response:

A copy of the report has been attached to the back of the Council Minutes.

5.2 Kevin Griffin, Environmental Audit Overlay

In his message dated May 3 the CEO said of the Wonthaggi North East Environmental Overlay that there will be lessons for all involved.

Please advise what lessons the CEO, senior officers, and councillors take from this disgraceful episode which is causing much stress and hardship for many ratepayers?

Response:

Council's highest priority and focus continues to be in the interest of the residents and landowners by having the EAO obligations fulfilled, and overlay removed.

5.3 Karen Thorp from The Wonthaggi and Inverloch Inter Church Council, Removal of The Lord's Prayer

The Wonthaggi and Inverloch Inter Church Council is concerned about the removal of The Lord's Prayer from Bass Coast council meetings. Knowing Australian laws and principles are deeply rooted in the word of God, we seek clarification on when this decision was made and the reasons behind it?

Response:

The Lord's Prayer was removed from the order of business at Council meetings in 2014. It is not a requirement of the Local Government Act to be included in meeting proceedings.

5.4 Mal Pinkerton, CFA building in Cowes

Project 100874 Refurbishment of the old CFA building in Cowes with a budget of $173,745 and a year to date expenditure of $46,880. Please provide a progress report with an estimated completion date.

Response:

This project is to undertake minor works to allow user groups to operate at CFA Building. The completion date for CFA Building is end of June 2024.

5.5 Mal Pinkerton, Project 102003

Project 102003 Minor Plant Equipment Harmony Bells Insurance $59,000 with a year to date expenditure $25,000 listed in Arts projects. Please explain fully this project.

Response:

This project re-instated the Harmony Bells to their location in Cowes, Phillip Island by internationally renowned artist Dr Anton Hassell. The bells were originally installed at the Cowes Cultural Centre in 2012 by Council and were then stolen and recovered in 2021. The bells have been refurbished by the artist and returned to cultural centre, Berninneit, in Cowes on June 5th 2024, funded by insurance cover for the artworks ($39,000) and Council funding ($4,724.50).

5.6 Kym Lightfoot, Island Carnival Site

The carnival site owned by council has truck loads of soil dumped onto the land. Why is this occurring?

Response:

Council is preparing to carry out some revegetation work on the site in conjunction with Bass Coast Land Care. In preparation for these works Council has had mulch delivered to the site.

5.7 Kym Lightfoot, Berninneit Passivhaus certification

Berninneit Cultural Centre failed the Passivhaus certified testing recently. Please provide a plan that will achieve Passivhaus certification before 30 June 2024.

Response:

The builder's contract includes clauses to ensure the building meets PassivHaus certification. The builder is currently undertaking the necessary work to achieve certification.

5.8 Ethan Biancon, Dalyston crown land development

A submission to develop crown land (PPRZ) for the community of Dalyston to use and enjoy including a carpark, walking trail, playground and 100's of trees/vegetation has been made. The land is currently an un-usable paddock. Council "isn't supportive of the proposed works". Why deprive the community of this amenity?

Response:

Council has received an application to amend a Development Plan. Crown Land is owned by the State and as such any development proposed on Crown Land requires approval from the State Government.

5.9 Ethan Biancon, Development adjacent 28 Station St Dalyston

The works will be at the developers cost and is seen as the community's asset - What changes to the proposal would allow the development of the PPRZ adjacent to 28 Station Street Dalyston to be supported? EG. Less trees, less open space, less playground area etc

Response:

Council has received an application to amend a Development Plan. Crown Land is owned by the State and as such any development proposed on Crown Land requires approval from the State Government.

5.10 John Trigt, Long Term Financial Plan

1. In perusing the 2021-2031 Long Term Financial Plan, I noticed that in the 10-year Capitol Works Program (High Level) the Assets Renewal subtotal shows $38,763,295; in adding up the figures in this column, the amount comes to $138,736,295 a shortfall of $100,000,000 (one hundred million dollars) is this correct and will the C.E.O amend the Long-Term Financial Plan to show the correct amount?
2. Again, in perusing the 2021-2031 Long Term Financial Plan the 10-year Capitol Works Program (High Level) under Major Projects, the item Climate Change Actions, shows a forecast of $3,595.000 over the period 2025 to 2031 financial years, what are these capital works projects going to be used for? Please explain.

Response:

1. **A formatting error when publishing the Long-Term Financial Plan (LTFP) resulted in the first digit being dropped from the $138,763,295 Asset Renewal total on page 59 of the LTFP. The totals applied in the funding source total on page 67 and the low-level capital on page 85 of the LTFP reflect the correct value of $138,763,295. Officers will amend and correct this oversight on the Council website.**
2. **Following the declaration of a Climate Emergency by Council in 2019, recurrent funding of $600,000 has been provided for actions that are aligned to and support the reduction of Council and Community emissions. Some of these actions may result in the delivery of assets and these have been incorporated into the LTFP estimates. Specific details of these actions are determined annually as part of the budget build.**

5.11 Philip Davy, Grayden Reserve

Why is council asking for ideas on development of Grayden Reserve, Newhaven prior to the release of the Integrated Transport Strategy and recommendations from VicRoads when it may be recommended that compulsory acquisition of part of the reserve is required for road widening?

Response:

Council is engaging on a local level skate park and playspace. The footprint of any development does not impact the road reserve or the ability for future road upgrade works.

5.12 Philip Davy, Phillip Island Road

Council is aware that Department of Transport has requested a 40m zone along the farmland, Swan Bay side of Phillip Island Road for future road widening. What is the proposed time frame for construction of the new roadway to be constructed along the farmland site.

Response:

The Department of Transport has not proposed a timeframe for the future widening of Phillip Island Road.

5.13 Louise Lyell, Absorption Trenches

Why is council continually allowing developers to discharge roof stormwater to absorption trenches at the rear of the property toward neighbouring properties and causing flooding issues to adjoining properties instead of to the legal point of discharge, the street gutter or drain which is under council's control?

Response:

Assessments of stormwater discharges and legal points of discharges (LPOD's) are assessed on a case by case basis. Council will issue a LPOD to the Council drainage system where available and practical to do so. In all cases what is approved is compliant with the relevant standards including absorption trenches

5.14 Louise Lyell, Council's Community Engagement Policy 2021

Council's Community Engagement Policy 2021, places a high level of importance on Deliberative Engagement principles which places greater emphasis on involving people in decision-making and authentic engagement with the community. Why is all council communication dictated via the internet which discriminates against computer illiterate ratepayers and not robust public meetings?

Response:

Councillors and Council staff regularly communicate and engage with our community, visitors and businesses using a variety of methods.

These include our corporate and Engage Bass Coast websites, social media, surveys, direct mail and email, signage and printed materials, via local newspapers and other media outlets. Council also hosts pop-ups and activations at various locations and events.

5.15 John Kuzma, Environment Audit Overlay

The Victorian government gazetted into law on 18 January 2024 an Environmental Audit Overlay to 627 titled properties in the Wonthaggi North East Precinct. What is the estimated expense to council to carry out soil testing to precinct properties.

Response:

Council has commissioned an environmental auditor to carry out the initial assessment work at a cost to Council of $41,020 + GST

5.16 Joe Waralow, Electric Vehicle Values

A number of years ago council purchased electric vehicles, 6 or 7. Please provide the asset values for each electric vehicle as of 31 March 2024.

Response:

The net book value or carrying value of the 8 vehicles in Council's EV fleet at 31 March 2024 is $364,818.

For Electric Vehicles owned by Council as at 31 March 2024, including written down value are as follows:

Description	Current Asset Cost	Current Depreciation	Carrying Value	Commission Date
Hyundai | Kona |	55,825	26,008	29,817	02-Dec-2021
Hyundai | Kona |	56,681	25,103	31,578	13-Jan-2022
Tesla | Model 3 |	60,391	12,585	47,806	01-Jun-2023
Tesla | Model 3 |	60,391	12,585	47,806	01-Jun-2023
Tesla | Model 3 |	60,131	12,325	47,806	06-Jun-2023
Tesla | Model 3 |	60,277	11,529	48,748	26-Jun-2023
Tesla| Model 3 |	56,079	6,282	49,797	20-Oct-2023
Tesla| Model 3 |	62,011	551	61,460	19-Mar-2024
	471,785	106,967	364,818	

5.17 Mario Boffa, Budget

1. Page 26 Cash Flow Statement ending 31 March 2024 provides details of Budget and Forecast Income totalling $120,615m and Expenditure $85,986m which equates to a $5,149m surplus against budget. Why is council wanting to borrow funds during 2024/2025 year.
2. Councils Cash Flow Statement page 26 ending 31 March 2024 lists "Interest received, Forecast Income at 30 June 2024 $1,982 million". Where does council direct this $1,982 million towards. Is it Operational projects, Capital projects or re invest.

Response:

1. **Council's proposed borrowings of $5.925 million for the 2024/25 financial year are required to part fund the transfer of the Wonthaggi and San Remo cemeteries to the Southern Metropolitan Cemeteries Trust ($3 million) and funding for major projects in its capital works program. Borrowings are not required to fund operational expenditure.**

2. **Interest received by Council from its cash investments forms part of its consolidated revenue and is not tied to any specific Operational or Capital Projects.**

5.18 Fred Morris, Budget

Cash Flow Statement ending 31 March 2024, page 26 lists "Net GST Refund forecast income of $5,333 million." Where does council direct this $5,333 million income towards.

Response:

Council can claim back GST paid on goods and services that it purchases. Given this, Council does not budget for GST paid in its Income Statement which shows the GST exclusive value of Council expenditure.

Council does however need to reflect the cash flow impacts of GST paid and refunded in its Cash Flow Forecasts.

5.19 Terry Parkin, Parking Infringements

How much income has council received during the period 1 July 2023 to 31 May 2024, some 11 months for parking infringements across the shire.

Response:

Total number of parking infringements issued across the Municipality over the period of 1 July 2023 to 31 May 2024 is 2044 equalling just over $200,000.

5.20 Gina Rosamilia, Electric Vehicle Charging Stations

Council has a problem with 3 Electric Vehicle charging station at the Transit Centre in Cowes. I observed multiple vehicles seeking charging only to read a council notification attached to each station.

What is the cause to the 3 charging stations not being operational.

Response:

Council received a report of issues with the charging stations on Friday afternoon, 14 June. The contractor attended at the earliest available time, Monday 17 June and found that a blown fuse caused the outage. EV chargers have been repaired and are now back in service.

5.21 Gina Rosamilia, Parking Sensors

Smart Parking in Cowes and Wonthaggi can sense over staying of vehicles leading to an infringement being issued. How much time does it take to reset the sensor after a vehicle departs the parking location and before entry on another vehicle.

Response:

Once the vehicle clears the parking bay the sensor is reset.

5.22 Graham Jolly, Climate Emergency

Council declared a Climate Emergency in September 2019. The plan states our Vision for Bass Coast by 2030. In doing so council has expensed millions. What is the measurable benefit to Climate Change/Global Warming that council has achieved so far.

Response:

Since the Climate Change Action Plan was adopted, Council's investment in climate action has delivered measurable benefits to our region including:

- **Partnering with 50 other councils to source affordable electricity from 100% renewable energy – this has reduced emissions by 260,000 tonnes of CO2e per year;**
- **Planting over 1 million native trees in partnership with local farmers, volunteers and Bass Coast Landcare Network**
- **Installing an extra 235kW of solar PV**

As a result, Council's annual emissions have been reduced by more than 12,000 tonnes - or 50% - since 2018-19. avoiding 55,700 tonnes of CO2 per year, and generating savings of $8M per year for our households and businesses.

5.23 Graham Jolly, Contract 21008 to McCorkell Construction

Contract 21008 to McCorkell Construction for $31,003,244.80 to build Berninneit Cultural and Community Centre in Cowes. How much money is remaining to be paid to McCorkell Construction as of 18 June 2024.

Response:

As of 18 June 2024 there is $25,000 remaining to be paid on contract 21008 to McCorkell Construction.

6 Notices of Motion

There were no Notices of Motion.

7 Petitions and Joint Letters

7.1 Petition - Closure of the Aussie Outdoor Emporium

Council Decision

Moved: Cr. Rochelle Halstead / Seconded: Cr. Ron Bauer

That Council:

1. Receive the petition, Closure of the Aussie Outdoor Emporium
2. Resolve to deal with the petition at this meeting.
3. Afforded the landowner the opportunity to advise Council of when a planning application will be lodged.
4. The current enforcement matter will be put on hold while the permit application is being assessed.
5. Advise the head petitioner of Council's decision.

CARRIED

8 Reports Requiring Council Decision

8.1 Adoption of Annual Budget 2024/25

Council Decision

Moved: Cr. David Rooks / Seconded: Cr. Brett Tessari

That Council:

1. Adopts the Annual Action Plan 2024-25.
2. Having considered all submissions received, adopts the 2024/25 Budget and 2024/25 Fees and Charges annexed to this resolution, in accordance with *Section 94* and 96 of the *Local Government Act 2020* (the Act).
3. Authorises the Chief Executive Officer to:
   3.1. Give public notice of this decision to adopt the 2024/25 Budget;
   3.2. Make available copies of the 2024/25 Budget on request for public inspection; and
   3.3. Thank persons making submissions to the budget in writing for their submission and advise them of the outcome of the budget decision.
4. In accordance with the provisions of the Act, declares that the amounts that it intends to raise by way of general rates and service charges for the period 1 July 2024 to 30 June 2025 are as follows:

General Rates	$59,325,114
Annual Service (Garbage) Charge	$17,310,926
Total	$76,636,040

   The declaration above excludes any supplementary rates, supplementary charges or rates in lieu.
5. Authorises a general rate be declared for the period commencing 1 July 2024 to 30 June 2025 and that:
   5.1. It be declared that the general rate be raised by the application of differential rates.
   5.2. A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared:
      5.2.1. Developed Land is any land which does not have the characteristics of:
         5.2.1.1. Farm Land;
         5.2.1.2. Vacant Land; and
         5.2.1.3. on which a building is erected, which building is:
            5.2.1.3.1. lawfully used primarily for residential, commercial or industrial purposes; and
            5.2.1.3.2. designed for permanent occupation.
      5.2.2. Vacant Land is any land which does not have the characteristics of:

5.2.2.1. Farm Land;

5.2.2.2. Developed Land; or

5.2.3. Farm Land is any land which is 'farm land' within the meaning of section 2(1) of the *Valuation of Land Act 1960*.

5.3. Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described in paragraph 4. 2. of this Recommendation) by the relevant cents in the dollar indicated in the following table:

CATEGORY	Cents in the dollar
Developed Land	0.213510 cents in the dollar of Capital Improved Value
Farm Land	0.170800 cents in the dollar of Capital Improved Value
Vacant Land	0.320260 cents in the dollar of Capital Improved Value
Recreational	0.128106 cents in the dollar of Capital Improved Value

5.4. It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:

5.4.1. The respective objectives of each differential rate be those specified in the Schedule to this Recommendation; and

5.4.2. The respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Recommendation; and

5.4.3. The respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Recommendation; and

5.4.4. The relevant:

5.4.4.1. uses of;

5.4.4.2. geographical locations of;

5.4.4.3. planning scheme zonings of; and

5.4.4.4. types of buildings on the respective types or classes of land be those identified in the Schedule to this Recommendation.

5.5. Notwithstanding anything else contained in this Recommendation and in accordance with section 4(4) of the Cultural and Recreational Lands Act 1963, the amount of rates payable in respect of each rateable land to which that Act applies be determined by multiplying the Capital Improved Value of that rateable land by 0.128106 cents in the dollar.

6. Authorises the following Annual Service Charges:

6.1. An annual service charge be declared in respect of the 2024/2025 Financial Year.

6.1.1. The annual service charge of $575.21 per annum per tenement be declared for the collection and disposal of refuse.

6.1.2. The annual service charges be for each rateable land and non-rateable land (or part) in respect of which a service is provided, and an annual service charge may be levied.

7. Having considered submissions received in relation to the 2024/25 Budget, directs that the rates and charges as declared for 2024/25 be levied by sending notices to the persons who are liable to pay, in accordance with *Section 2* of the Act.

8. Resolves that the rates and charges for 2024/25 must be paid by the following dates:

9. In full by 15 February 2025 or

10. By equal instalments on the following dates:

- 30 September 2024
- 30 November 2024
- 28 February 2025
- 31 May 2025

11. Declares that it be recorded that Council requires any person to pay interest at the maximum rate fixed under *Section 2* of the *Penalty Interest Rates Act 1983* (currently 10%) on any amounts of rates and charges which:

11.1. that person is liable to pay; and

11.2. have not been paid by the date specified for their payment.

12. Authorises the Chief Executive Officer to demand payment of and recover the rates and charges as declared in the 2024/25 Budget.

13. Authorises the Chief Executive Officer to sign and seal any loan and financial documents relating to the proposed new borrowings of $5,925,000 in the 2024/25 Budget.

14. Notes that any additional unfunded programs, services and projects will be considered by Council after the consideration of the 2024/2025 Budget.

APPENDIX A

DIFFERENTIAL RATES

SCHEDULE A

DEVELOPED LAND

Characteristics

Developed land is any land that does not have the characteristics of Farm Land or Vacant Land and on which a building is erected, which building is:

1. lawfully used for primarily for residential, commercial or industrial purposes and
2. designed for permanent occupation.

Objective

The objective of this differential rate is to ensure that such land makes an equitable financial contribution to the cost of carrying out the functions of Council. Those functions include the –

1. implementation of good governance and sound financial stewardship; and
2. construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. provision of strategic and economic management, town planning and general support services; and
5. promotion of cultural, heritage and tourism aspects of Council's municipal district.

Types and Classes

Rateable land having the relevant characteristics described above.

Use and Level of Developed Land Differential Rate

The developed land rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The developed land rate is set at a level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024/25 Financial Year.

SCHEDULE B

VACANT LAND

Characteristics

Vacant Land is any land which does not have the characteristics of Farm Land or Developed Land.

Objective

The objective of this differential rate is to: -

1. encourage the development of land; and
2. ensure that such land makes an equitable financial contribution to the cost of carrying out the functions of Council. Those functions include the –
    a. implementation of good governance and sound financial stewardship; and
    b. construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
    c. development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
    d. provision of strategic and economic management, town planning and general support services; and
    e. promotion of cultural, heritage and tourism aspects of Council's municipal district.

Types and Classes

Rateable land within this differential rate having the relevant characteristics described above.

Use and Level of Vacant Land Differential Rate:

The vacant land rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The vacant land rate is set at a level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

SCHEDULE C

FARM LAND

Characteristics

Farm Land is any land which is 'farm land' under the meaning of *Section 2(1) of the Valuation of Land Act 1960.*

Objective

The objective of this differential rate is to: -

1. identify land used for primary production; and

2. ensure that such land makes an equitable financial contribution to the cost of carrying out the functions of Council. Those functions include the –
    a. implementation of good governance and sound financial stewardship; and
    b. construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
    c. development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
    d. provision of strategic and economic management, town planning and general support services; and
    e. promotion of cultural, heritage and tourism aspects of Council's municipal district.

Types and Classes

Rateable land having the relevant characteristics described above.

Use and Level of Farm Land Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024/2025 Financial Year.

CARRIED

8.2 Planning Application 230003 - 556, 574, 644 & 682 Inverloch-Venus Bay Road, Inverloch VIC 3996

Council Decision

Moved: Cr. Leticia Laing / Seconded: Cr. Brett Tessari

That in relation to planning permit application 230003 for use and development of the land for camping and caravan park with ancillary food kiosk/general store and retail space, caretakers house, restaurant, art gallery and museum, place of assembly (community space) and boat hire and storage located at 556, 574, 644 and 682 Inverloch-Venus Bay Road Inverloch, Council resolves to issue a Notice of Refusal on the following grounds:

- An approved cultural heritage management plan has not been submitted. Section 52(1) of the *Aboriginal Heritage Act 2006* provides that the decision maker must not grant a statutory authorization for the activity unless a cultural heritage management plan is approved. The objective to ensure protection and conservation of places of Aboriginal cultural heritage at clause 15.03 is not met.
- The application has not provided sufficient or required information.
- The proposal is inconsistent with local and state planning policy in relation to settlement planning in coastal areas at Clause 11.
- The proposal is inconsistent with local and state planning policy in relation to biodiversity at clause 12.01, protection of marine and coastal environments and areas at clause 12.02, protection of water bodies and high value water body assets at clause 12.03 and the protection and conservation of significant environments and landscapes at clause 12.05.
- The proposal is inconsistent with local and state planning policy in relation to managing natural hazards and mitigating climate change risk at clause 13.01, floodplain management and salinity objectives and strategies at clauses 13.03 and 13.04 and is not compatible with adjacent and nearby land use objectives at clause 13.07.
- The proposal is inconsistent with local and state planning policy in relation to protection and retention of agricultural land at clause 14.01 and does not meet the objectives in relation to catchment planning and management at clause 14.02.
- The proposal is inconsistent with state and local planning policy in relation to tourism development at Clause 17.04 and in this location this typology is discouraged as at Clause 17.04-1L.
- The proposal is inconsistent with state and local policy in relation to integrated water management objectives and strategies in Clause 19.03.
- The proposal is inconsistent with the purpose and decision guidelines of the Farming Zone in relation to land use, permanent removal of agricultural land, and

environmental issues and impacts on natural physical features and resources as a consequence of the scale, design and location as at Clause 35.07.

- The proposal is inconsistent with the environmental objective to be achieved for coastal wetland areas in the shire at Clause 2.0 and the decision guidelines of Clause 5.0 of Schedule 1 to the Environmental Significance Overlay at clause 42.01.
- The proposal is inconsistent with the landscape character objectives relating to Anderson Inlet that are to be achieved at Clause 2.0 and the decision guidelines of Clause 5.0 of Schedule 5 to the Significant Landscape Overlay at Clause 42.03.
- The proposal is inconsistent with the purpose of the Land Subject to Inundation Overlay at clause 44.04 as relevant, which seeks to minimize the potential flood risk to life, health and safety associated with the development, to ensure that development maintains the free passage and temporary storage of flood waters, minimises flood damage, responds to the flood hazard and local drainage conditions and will not cause any significant risk, to protect water quality and waterways and to ensure development maintains, protects or improves waterways and floodplains.
- The proposal does not meet the application requirements for the removal of native vegetation as required by clause 52.17.

CARRIED

8.3 Response to Petition - Masterplan and Addition Open Space at Cape Woolamai

Council Decision

Moved: Cr. Rochelle Halstead / Seconded: Cr. Geoff Ellis

That Council:

1. Commences a Master Plan for Sunnyside Reserve in 2024/25 in consultation with the Cape Woolamai community
2. Notes there is currently no suitable land to install a second play space in Cape Woolamai
3. Continues to develop the Mountain Bike/BMX/Pump Strategy including consideration for recreational riding sites within Cape Woolamai

CARRIED

8.4 Urban Road and Drainage Improvement Policy

Council Decision

Moved: Cr. Rochelle Halstead / Seconded: Cr. Geoff Ellis

That Council:

1. adopt the URDI Policy 2024 and priority list of improvement projects
2. proceed with the initiation of three upgrade projects consisting of two at The Esplanade and another at Links Street
3. note that the preferred concept designs and funding mechanism for potential upgrade projects would need to be considered at a future meeting of Council
4. note the other six petitions for street upgrades shall remain in the same priority ranking in accordance with this proposed policy
5. advise the head petitioners of Council's decision.

CARRIED

8.5 Environment Fund

Council Decision

Moved: Cr. Michael Whelan / Seconded: Cr. Leticia Laing

That Council:

1. Commence the establishment of the Environment Fund as a company limited by guarantee:

a. with the purpose to:

"Reverse biodiversity decline by preserving and enhancing existing habitat and accelerating the restoration of connected habitat across the landscape."

b. with two founding members: Biodiversity Legacy and Bass Coast Shire Council. Each member will have equal voting rights and will appoint an equal number of directors, ranging from 2 to 4 each, to the governing board.

2. Draft a constitution to underpin the Environment Fund, and undertake a process to identify directors, for approval by Council at a future meeting.

CARRIED

Cr. Ron Bauer called for a division

For: Cr. Brett Tessari, Cr. Clare Le Serve, Cr. David Rooks, Cr. Geoff Ellis, Cr. Leticia Laing, Cr. Michael Whelan and Cr. Rochelle Halstead

Against: Cr. Ron Bauer

8.6 Partnership with Destination Phillip Island

Council Decision

Moved: Cr. David Rooks / Seconded: Cr. Michael Whelan

That Council authorise officers to enter into a Partnership Agreement from 1 July 2024 until 31 December 2025 between Bass Coast Shire Council and Destination Phillip Island.

CARRIED

8.7 Instruments of Appointment and Authorisation

Council Decision

Moved: Cr. Brett Tessari / Seconded: Cr. Leticia Laing

That Council in the exercise of the powers conferred by s 147(4) of the *Planning and Environment Act 1987*, resolves that:

1. The members of Council staff referred to in the attached instrument be appointed and authorised as set out in the instrument:
   - Emily Boyce
   - Carlos Munoz Gutierrez
2. The instrument comes into force immediately it is signed by Council's Chief Executive Officer and remains in force until Council determines to vary or revoke it.
3. Revokes the instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* to:
   - Mark Hayward

CARRIED

8.8 Review of Instrument of Delegation – Council to Chief Executive Officer

Council Decision

Moved: Cr. Rochelle Halstead / Seconded: Cr. Ron Bauer

In the exercise of the power conferred by s 11(1)(b) of the *Local Government Act 2020* (the Act), Bass Coast Shire Council (Council) resolves that:

1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

CARRIED

8.9 Renewal of Banking Services Contract

Council Decision

Moved: Cr. Leticia Laing / Seconded: Cr. Geoff Ellis

That Council:

1. Renew the State Purchase Contract for banking services and award Tender 24018 to Westpac Banking Corporation for an initial contract term of two (2) years with an option to extend for a further two (2) years at the discretion of Council. The anticipated spend for year 1, under the schedule of rates is $90,000.
2. Affixes the Common Seal of the Bass Coast Shire Council to Contract No 19004 between Council and Westpac Banking Corporation.

CARRIED

8.10 Extension of Contracts 22002 A, B, C & D – One Council CIA Panel of Suppliers

Council Decision

Moved: Cr. Leticia Laing / Seconded: Cr. Geoff Ellis

The Council:

1. Extend the contract with Atturra Business Applications for Contract No 22002B – One Council CiA Panel of Suppliers for a further period of 12 months to 5 July 2025, for the schedule of rates submitted on 29 May 2024.
2. Extend the contract with Esstev Consulting for Contract No 22002C – One Council CiA Panel of Suppliers for a further period of 12 months to 5 July 2025, for the schedule of rates submitted on 29 May 2024.
3. Extend the contract with Lanluas Consulting Pty Ltd for Contract No 22002D – One Council CiA Panel of Suppliers for a further period of 12 months to 5 July 2025, for the schedule of rates submitted on 29 May 2024.

CARRIED

8.11 Award of Tender No 24004 Wonthaggi to Inverloch Shared Path

Council Decision

Moved: Cr. Leticia Laing / Seconded: Cr. Brett Tessari

That Council:

1. Accept the tender from SR Excavations and award Contract No 24004 Wonthaggi to Inverloch Shared Path for the contract sum of $3,967,966.46 plus GST of $396,796.64 which includes lump sum and provisional amounts.
2. Authorise the Chief Executive Officer to execute Contract 24004 between Council and SR Excavations.

CARRIED

8.12 Council Support and Resources Policy

Council Decision

Moved: Cr. Leticia Laing / Seconded: Cr. Ron Bauer

That Council adopt the Council Support and Resources Policy.

CARRIED

9 Statutory Reports

Council Decision

Moved: Cr. Geoff Ellis / Seconded: Cr. Brett Tessari

That agenda items 9.1, 9.2 and 9.3 be considered as a block.

CARRIED

9.1 Informal Meeting of Councillors

That Council receive the attached Informal Meeting of Councillors records**.**

9.2 Planning and Building Statistics - April 2024

That Council:

1. Receives and notes the Planning Permits issued under delegation report for April 2024; and
2. Receives and notes the Planning and Building Activity Report for April 2024.

9.3 Contracts Awarded and Extended via CEO delegation

That Council notes the above contracts were awarded and or extended under the delegated authorities in accordance with the Procurement Policy during April 2024.

Council Decision

Moved: Cr. Brett Tessari / Seconded: Cr. Geoff Ellis

That the recommendations attached to agenda items 9.1, 9.2 and 9.3 be adopted.

CARRIED

10 Urgent Business

There was no Urgent Business.

11 Mayoral Announcement of Next Meeting of Council

The next Council Meeting will be held on 17 July 2024 in the Bass Coast Civic Centre Council Chamber, Baillieu Street East, Wonthaggi commencing at 1.00pm.

Council Decision

Moved: Cr. Brett Tessari / Seconded: Cr. Leticia Laing

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

Meeting adjourned

That the meeting be adjourned at 2.34pm

Cr Brett Tessari left the meeting at 2:35pm and did not return.

Meeting resumed

That the meeting be resumed at 2.38pm

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 15 May 2024

13 Reports Requiring Council Decision Closed to the Public

13.1 Chief Executive Officer Employment Matters Committee Meeting 7 May 2024

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

The meeting closed at 2.42pm

NOTICE TO THE VICTIM - IMPORTANT INFORMATION

VP Form L1

This is your copy of the report made to police – please keep it.
Your insurer may require a copy of this if you lodge an insurance claim for stolen or damaged property.

The police will do their best to find the person responsible. Police investigations can take some time to complete.
The police will ask you if you wish to be kept informed about the progress of your case. This may include if an offender has been charged, outcomes of bail applications and court results. You should let the police know if you have any concerns for your safety.

THE POLICE INVESTIGATOR LOOKING AFTER YOUR CASE IS:	Senior Constable Thomas Rynberk
ON EMAIL:	VP38751@POLICE.VIC.GOV.AU
POLICE / CIU ON TELEPHONE:	5671 4100
REPORT BY MEMBER NAME	Senior Constable Thomas RYNBERK
MEMBER Reg. No.	38751
MEMBER STATION	Wonthaggi Uniform
REPORT DATE	10/10/2018
REPORT TIME	10:00
PRINCIPAL VICTIM FAMILY NAME	MCRAE, Noel
LEDR MK2 No. (if available)	22014023
BRIEF SUMMARY OF OFFENCE	76 MCBRIDE AVENUE WONTHAGGI VIC 3995
STOLEN PROPERTY TOTAL VALUE	$
DAMAGED PROPERTY TOTAL VALUE	$

Contact the police investigator looking after your case if you:

- have any questions about the crime you have reported
- change your address, or
- have any new information which may help the investigation of the case, for example, information which may help to identify an offender or recover property.

Victim Support Agency

Victims of Crime Helpline

1800 819 817

8.00am to 11.00pm 7 days a week (including public holidays)

The Victims of Crime Helpline is a free service to assist victims to manage and recover from the effects of a crime.

Helpline staff can:

- refer you to the most appropriate support agency for your needs
- contact other agencies on your behalf
- arrange a translator for non-English speaking callers.

Advice

Referral

Information

For the TTY service phone 13 36 77 (for the hearing impaired).

The police should provide you with a copy of "***A Victim's Guide to Support Services and the Criminal Justice System***" or go to www.justice.vic.gov.au/victimsofcrime to download a copy in PDF file format.

This booklet contains useful information about how and where to get help and information on the criminal justice system for victims of crime.

After a Crime

After a serious crime, you may feel:

- emptiness
- anxiety
- sleeplessness
- exhaustion
- depression
- guilt
- anger
- grief
- feeling deserted
- symptoms of illness

Everyone reacts and deals with their feelings in their own way
The following are some tips that may help you:

- talk about how you feel with someone you trust
- eat regularly and nutritiously
- make sure you get physical exercise
- limit the use of alcohol and drugs

Call the Victims of Crime Helpline on 1800 819 817

This report may be handed to you in person or sent to you in the mail

Victims Assistance and Counselling Program (VACP)

The Victims Assistance and Counselling Program (VACP) is a network of services operating throughout Victoria. These services provide victims, their families or anyone affected by violent crime with access to information and practical support.

To be eligible for VACP services, you must be a victim of crime against the person that occurred in Victoria reported or unreported to police:

- primary victim of a violent crime (or a related victim in the case of homicide) occurring in Victoria within the past two years and has been reported to police
- victim of family violence who has been granted an ***intervention order*** by a Victorian court within the past two years.

If the above does not apply to you, call the Victims of Crime Helpline for further options.

The VACP agencies are located in major centres throughout the state and also provide the following services:

- Information about the criminal justice system and process
- Support with practicable needs such as transport, security, appointments
- Help completing forms, submissions, victim impact statements
- Referral to legal services, courts VOCAT
- Referral to other specialist services (counselling, housing, children's, health)

Call the **Victims of Crime Helpline on 1800 819 817** for your nearest VACP

Victims of Crime Assistance Tribunal (VOCAT)

As a victim of a violent crime, you may incur a range of expenses. You may be entitled to compensation and financial assistance to help with these costs through VOCAT.

To be an eligible applicant for VOCAT, the violent crime must:

- have taken place in Victoria
- have been reported to police, and
- have taken place in the past two years (except for some childhood sexual crimes).

Urgent financial assistance may be available by applying to VOCAT for an Interim Award.

For further information, please contact VOCAT on **1800 882 752** or www.vocat.vic.gov.au.

The Victims' Charter Act 2006

The ***Victims' Charter Act 2006*** outlines your rights as a victim of crime and how you should be treated by criminal justice agencies and support services.

The Victims' Charter Act recognises the impact of crime on you and your family. You will receive information about specialist support services to help you recover from the effects of the crime.

For a copy of the Victims' Charter, go to www.justice.vic.gov.au/victimsofcrime

Victim Impact Statements

If an offender has been found guilty of a crime, a Victim Impact Statement can be made. This statement explains to a judge or magistrate how a crime has affected a victim, and is taken into account when sentencing. For information and to obtain a copy of the Victim Impact Statement form, call the Victims of Crime Helpline on 1800 819817.

Useful Contact Numbers

Police Emergency For urgent police attention or if you wish to report an offence phone 000
Lifeline A 24-hour telephone counselling and referral service. Phone **131 114**. TTY (Hearing Impaired only) phone **(03) 9662 9030**
Kids Helpline A 24-hour telephone counselling service for children. Phone **1800 551 800** (free call)
Women's Domestic Violence Crisis Service of Victoria A 24-hour Crisis Line. Phone **1800 015 188** (free call)
Men's Referral Service A telephone counselling and referral for men who use violence towards family members. Phone **1800 065 973**
Centres Against Sexual Assault A 24-hour Sexual Assault Crisis Line. Phone **1800 806 292**
Victoria Legal Aid For free legal information phone **(03) 9269 0120** or **1800 677 402** (Country callers only)
Women's Legal Service Victoria Phone **(03) 9642 0877** or **1800 133 302** (Country callers only)
Child Protection Emergency Service (DHS) After Hours Child Protection Crisis Line. Phone **131 278**
Victims Charter Complaints Line To make a complaint about the way you have been treated as a victim. Phone **1800 118 728**.
Victorian Equal Opportunity and Human Rights Commission For advice about civil complaints under the *Racial and Religious Tolerance Act* 2001 Phone **(03) 9281 7111** or **1800 134 142**
Crime Prevention If you require information on upgrading security on your home or business or advice on personal safety, please contact the Divisional Crime Prevention Officer via your local police station or go to Victoria Police at www.police.vic.gov.au.

This report may be handed to you in person or sent to you in the mail