

Council Meeting Agenda

Wednesday 17 June 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.



Notice of Meeting

Notice is hereby given that the next **Council Meeting** of the Bass Coast Shire Council will be held at the Council Chamber Bass Coast Civic Centre Baillieu Street East, Wonthaggi on 17 June 2026 at **1:00 pm**

Date of Notice – 12 June 2025

Greg Box

CEO

Mobile Telephone Reminder

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

Statement of Acknowledgement

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

Councillor Statement

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

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

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

Table of Contents

1 Present and Apologies 6

2 Declarations of Interest 7

3 Confirmation of Minutes 8

3.1 Council Meeting 20 May 2026 8

4 Mayor and Councillor Reports 10

5 Public Question Time 11

6 Notices of Motion 14

6.1 269/26 Management of San Remo Foreshore 14

7 Petitions and Joint Letters 16

7.1 Closure of Park Parade Road Cape Paterson 16

8 Reports Requiring Council Decision 19

8.1 Adoption of Annual Budget 2026-27 19

8.2 First Persons Framework 238

8.3 Surf Parade Inverloch - One Way Road Traffic Process 258

8.4 Adoption of the Dust Suppression Seal Removal Policy 275

8.5 Amendment C181 - Western Port Woodlands Interim Protections 300

8.6 Visitor Economy Partnerships 326

8.7 Working Together Policy 331

8.8 Contract No 21015 - Environmental Health Shared Services - Extension 2 339

8.9 Communications, Engagement and Advocacy Strategy 342

8.10 Instruments of Appointment and Authorisation 388

9 Statutory Reports 396

9.1 Informal Meeting of Councillors 396

9.2 Planning and Building Statistics - April 2026 419

9.3 Contracts Awarded and or Extended under CEO Delegation for May 2026 426

9.4 Receipt of Audit and Risk Committee Minutes - 3 March 2026 427

9.5 Audit & Risk Committee Biannual Report 429

10 Urgent Business 430

11 Mayoral Announcement of Next Meeting of Council 431

12 Meeting Closed.....431

1 Present and Apologies

2 Declarations of Interest

3 Confirmation of Minutes

3.1 Council Meeting 20 May 2026

That the minutes of the Council Meeting held on 20 May 2026 be confirmed.

Mayor and Councillor Reports

4 Mayor and Councillor Reports

5 Public Question Time

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

Please note:

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

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

Governance Rules 2025

Chapter 2 - Meeting Procedure for Council Meetings

Section 53 - Public Question Time

53. Question Time

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

53.2. Sub-Rule 53.1 does not apply during any period when a meeting is closed to members of the public in accordance with section 66(2) of the Act.

53.3. Questions submitted to Council must:

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

53.3.2. be lodged 48 hours prior to the Council meeting.

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

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

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

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

53.5.3. If the person is not present, the question may not be read out. The question and answer will be included in the meeting minutes. They will not be afforded another opportunity to read their question.

53.6. The Chair or a member of Council staff nominated by the Chair may read a question and response at the meeting which has been submitted in accordance with this Rule. Not all questions are required to be read at the meeting.

53.7. A question may be disallowed by the Chair if the Chair determines that it:
- 53.7.1. relates to a matter outside the duties, functions and powers of Council.
- 53.7.2. is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance.
- 53.7.3. deals with a subject matter already answered.
- 53.7.4. is aimed at embarrassing a Councillor or a member of Council staff.
- 53.7.5. relates to personnel matters.
- 53.7.6. relates to the personal hardship of any resident or ratepayer.
- 53.7.7. relates to confidential information as defined in Section 3 of the Act
- 53.7.8. relates to matters affecting the security of Council property; or
- 53.7.9. relates to any other matter which Council considers would prejudice Council or any person.

53.8. Any question which has been disallowed by the Chair will not be read at the meeting or published in the meeting minutes.

53.9. Any question which has been disallowed by the Chair must be made available to Councillors.

53.10. Where the Mayor or Chief Executive Officer does not accept a question, the submitter is to be informed of the reason or reasons for which their question was not accepted.

53.11. All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.

53.12. Questions must be limited to 50 words inclusive of any preamble and additional information.

53.13. Like questions may be grouped together and a single answer provided.

53.14. The Chair may nominate a Councillor or the Chief Executive Officer to respond to a question.

53.15. A Councillor or the Chief Executive Officer may require a question to be taken on notice. If a question is taken on notice, the answer may be provided in the minutes or a written copy of the answer will be provided to the submitter, where practicable.

53.16. A Councillor or the Chief Executive Officer may advise Council that it is their opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must briefly state the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

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

Notices of Motion

6 Notices of Motion

6.1 269/26 Management of San Remo Foreshore

Declaration

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

I, Cr Jan Thompson, hereby give notice that I intend to move a motion at the Council Meeting 17 June 2026, which reads as follows:

Motion

That Council write to the Department of Energy, Environment and Climate Action (DEECA) to:

1. **Express interest in entering into discussions regarding Council becoming the Committee of Management for the San Remo Foreshore;**
2. **Request that while discussions occur DEECA does not progress any merger between the San Remo and Lang Lang Foreshore Committees;**
3. **Request that while discussions occur funds within the San Remo Foreshore Committee reserve remain quarantined for use in San Remo only; and,**
4. **Request that a further report be presented to the August 2026 Council meeting outlining the progress of discussions.**

Background by Councillor

Committees of Management for both San Remo and Lang Lang are currently made up of officers from the Department of Energy, Environment and Climate Change.

Currently, the Bass Coast Shire Council maintains the San Remo Foreshore with no formal agreement or payment since 2010 after the San Remo Foreshore Committee ceased to operate.

The owners of the San Remo Beachfront Caravan Park, which is on DEECA land, also maintain the foreshore adjacent to their caravan park. Rental funds to DEECA from the caravan park are in a reserve but are not being utilised by the Committee.

Advice from officers indicates DEECA are proposing to set up one Foreshore committee merging San Remo and Lang Lang together.

Lang Lang overlaps two Councils, Cardinia, and Bass Coast Shire Council. Lang Lang foreshore is at risk and will require a large amount of money to protect and preserve the foreshore.

I am concerned that the funding set aside for San Remo will be redirected to Lang Lang. Council is requesting all funds from the San Remo Structure Plan be retained in San Remo for local projects and maintenance whilst we continue to explore the possibility of Council taking responsibility for the San Remo foreshore.

Officers Comments

The San Remo Structure Plan and Urban Design Framework provide clear direction for future improvements to the San Remo Foreshore Area. To be able to deliver on this vision, officers have commenced discussions with DEECA representatives regarding Council becoming the appointed Committee of Management.

A range of information related to the operation and maintenance of the foreshore area has been requested from DEECA and once received, it is hoped that discussions can commence regarding the potential for Council to manage the land.

……..

Cr Jan Thompson, Western Port Ward

Dated: 17 June 2026

Attachments

Nil

7 Petitions and Joint Letters

7.1 Closure of Park Parade Road Cape Paterson

Division	**Future Places**
Council Plan Strategic Objective	**Thriving Places** *Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.*

Declaration

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

A Petition containing 30 signatures has been received. The petition reads:

The residents of Park Parade Road, who are signatories to the petition, respectfully request that the Bass Coast Shire Council

I. *Implement the recommendation 9.3.6 of the Cape Paterson Local Area Transport Management [LATM] Plan [17 September 2025] for the closure of Park Parade Road, immediately utilizing temporary means such as bollards and signs and not wait until there has been a successful funding application to meet the cost of the closure.*
II. *Conduct an evaluation of the effectiveness of the closure in meeting the traffic volume, speed, safety, and dust issues.*
III. *Involve the residents and ratepayers of Park Parade Road in the design of the evaluation.*
IV. *Make applications for the funds for the permanent closure measures that are favoured by the BCSC for road closures.*
V. *Implement the permanent measures for the closure of Park Parade Road in accordance with recommendation 9.3.6 dependent upon:*
    - *Support for the continuation of the closure from the evaluation*
    - *A successful application for the necessary funding.*
VI. *Introduce a 30Km/h speed limit for Park Parade Road between Anglers Road in the north and the location of the road closure in the south, in accordance with the provision of the Victorian Speed Zone Policy Edition 3 August 2025*

Section 55.2 of the Bass Coast Shire Council Governance Rules states that:

"Unless Council resolves to deal with it earlier, no motion (other than a motion to receive the same) may be made on any petition, joint letter or other like application until a future Council meeting after that at which it has been presented."

Recommendation

That Council:

1. **Receive and note the petition titled Closure of Park Parade Road, Cape Paterson;**
2. **Note that a report will be tabled no later than the July 2026 Council Meeting; and**
3. **Advise the lead petitioner of Council's decision**

Attachments

1. CONFIDENTIAL REDACTED - Submission [**7.1.1** - 34 pages]
2. CONFIDENTIAL REDACTED - Submission 2 [**7.1.2** - 2 pages]
3. CONFIDENTIAL REDACTED - Submission 3 [**7.1.3** - 11 pages]

Reports Requiring Council Decision

8 Reports Requiring Council Decision

8.1 Adoption of Annual Budget 2026-27

Division	**Innovation & Engagement**
Council Plan Strategic Objective	**Visionary Leadership** *Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.*

Declaration

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

Summary

The purpose of this report is to adopt the 2026-27 Budget, Fees and Charges schedule, Annual Action Plan 2026-27, and the Revenue and Rating Plan. Council has prepared the 2026-27 Budget, which is aligned to the Council Plan 2025-2029 and Long-Term Financial Plan 2025-2035. The Budget reflects the organisation's approach to continuous improvement to create efficiencies and opportunities to refocus finances from the delivery of day-to-day services to investing in the future of the Shire.

This includes total expenditure of: $123.7 million

- Operations $88.6 million
- Capital Works (net of asset sales) $29.5 million
- Debt Repayments (interest and net borrowings) $5.6 million

This budget seeks to support our community through continued delivery of services, maintenance of infrastructure, and delivery of new projects underway, including Cowes Streetscapes, planning of the Former Wonthaggi Secondary College site, as well as the soon-to-commence Urban Road and Drainage Improvement programs.

Key objectives to support progress towards the achievement of the Council Plan 2025-2029 have been developed, with 28 actions included in the Draft 2026-27 Budget. These actions are aligned with each of the 21 priorities and 4 strategic objectives of the Council Plan. Progress towards the completion of these actions will be reported to Council through the Quarterly Performance Report and Annual Report.

In response to the shifting economic climate and introduction of the Road Transport Contractual Chain Order (RTCCO), Council has incorporated specific contingencies and a Waste Service Charge increase of 2% (up $12.22) from the draft budget, to maintain financial resilience and provide assurance of service delivery.

The budget includes the status of the Major initiatives with alignment to the adopted advocacy priorities of Council, including the funding commitments over the budget and 3-year plan.

The 2026-27 Budget provides a capital program of $29.5 million, which will provide the community with a significant investment in road and drainage improvements, pavilion and oval upgrades and tracks and trails projects. The Budget has been developed within the rate cap increase of 2.75 per cent mandated by the State Government.

Background

Council endorsed the Draft 2026-27 Budget, Fees and Charges Schedule and Annual Action Plan for community engagement in April 2026. The documents were made available to be downloaded from the Council's website at https://engage.basscoast.vic.gov.au/bcsc-draft-annual-budget-2026-27

The Draft Budget, Fees and Charges schedule was open for written submissions from 16 April 2026 until 8 May 2026. Council received 11 written submissions. Of those submissions received, one chose to present their submission in person to Council on 13 May 2026. The Budget is based on the activities that Council planned for the 2026-27 financial year. In response to the submissions received from the community and additional information that has been provided since the release of the draft budget for public comment, there are several changes to the final 2026-27 Budget due to recent council decisions, updated economic assumptions, and revisions in response to the legislative changes for the RTCCO.

The 2026–27 Budget has been prepared during a heightened period of geopolitical tension and global economic volatility. Due to the unpredictable nature of international energy markets and supply chain costs, and the introduction of the RTCCO, Council has incorporated specific contingencies for escalating fuel expenses. Consequently, the recommended Waste Service Charge has increased by 2% from the draft budget, to maintain financial resilience and provide assurance of service delivery in a volatile economic climate.

The Budget includes a four-year financial outlook for the Council including forward funding statement, cash flow, balance sheet and capital works projections. Projections for Financial Indicators including indicators set by the Victorian Auditor-General's Office (VAGO) and Local Government Victoria (LGV) have been included.

The forward indicators confirm that Bass Coast's financial position will remain sound with a stable liquidity ratio, and increased investment in capital expenditure. The Budget contains a $3.4 million decrease in net borrowings in 2026-27, with a further reduction of $3.9 million in 2027-28, however Loan financing increases by $5.4 million and $7.7 million the following 2 years for major project funding. The level of debt is expected to remain within prudential guidelines (indebtedness ratio less than 60 per cent of rates revenue).

Discussion

The Budget projects an operating deficit of $2.97 million for 2026-27 and a balanced Funding Statement position. It includes a capital works program of $29.52 million, an array of major strategic projects for delivery across many different precincts and provides for growth and development within the Shire. A rate cap increase of 2.75 per cent has been maintained as mandated by the State Government, lower than the current inflation rate of 4.6% per annum (March 2026 CPI [Consumer Price Index]) and is also below the underlying inflation rate of 3.3% per annum (Trimmed mean annual inflation). The Budget provides for $1.34 million of new borrowings in 2026-27, providing funding for the Thompson Reserve Pavilion Upgrade.

The adjusted underlying position (deficit of $9.08 million), while still negative, is an improvement from our 2025-26 position. It has been impacted by the significant operational expenditure on Landfill Rehabilitation and fuel contingencies, elevated depreciation charges, and lower property rates growth. The depreciation charge reflects higher asset replacement valuations and the recognition of investment in new assets for the Shire. Council has imposed stringent cost containment discipline in the budget build process and including targeted labour efficiency targets. Council is projecting operating deficits across the next 3 financial years before returning to a surplus result in 2028-29.

The 2026-27 Budget provides for the following total income and expenditure (cash basis):

- Total Expenditure $123.7 million
  - Operations $88.6 million
  - Capital Works (net of asset sales) $29.5 million
  - Debt Repayments (interest and net borrowings) $5.6 million
- Funded by:
  - Rates and Charges $85.2 million
  - Grants and Subsidies $16.6 million
  - Fees and Charges $10.1 million
  - Contributions $1.3 million
  - Interest $1.8 million
  - Transfers from reserves $5.8 million
  - New Borrowings $1.3 million
  - Other revenue $1.6 million

Funding has been provided in the operating budget for the following strategic plans and projects:

- Strategic assessment of the significant environmental features of Bass Coast (including Western Port Woodlands) $250,000
- Climate Change Actions $125,000

- Disability Action Plan $59,000

Council's investment in capital projects remains a priority with a program of $29.5 million which includes both significant new and renewal investment. The capital budget for 2026-27 includes funding for:

- Cowes Streetscapes delivery $3.6 million
- Urban Roads Renewal $2.6 million
- Thompson Reserve Inverloch Pavilion upgrade $1.9 million
- Drainage Improvement Program $1.9 million
- Surf Parade 3B Tracks & Trails $1.2 million
- Wonthaggi Recreation Reserve Oval 1 upgrade $720,000
- Climate Change Actions $275,000

The Budget enhances the continued discount for Bass Coast's agricultural community with a rating differential of 65% (reduced from 80%) as part of the revised Revenue and Rating Strategy following community consultation and the council decision in February 2026.

The Budget includes a rephasing of expenditure and broader adjustments to waste services. Waste operations are highly fuel-intensive, and rising fuel prices are anticipated to materially impact contractor pricing, influenced by the Fair Work Commission's Fuel Cost Recovery: Road Transport Order effective 21 April 2026, in addition to increased internal service delivery costs, and overall operational expenditure.

To accommodate these adjustments and the identified contingency, a further 2% increase in the Waste Service Charge is recommended. This equates to a standard annual charge of $681.73 (up $12.22) and a discounted pensioner rate of $544.92 (up $9.32). The contingency is intended to mitigate financial risk and maintain service continuity.

Council has a legislative obligation under Section 93 of the Local Government Act 2020 to prepare a Revenue and Rating Plan. The purpose of the Plan is to determine the most appropriate and affordable revenue and rating approach for Bass Coast Shire Council which, in conjunction with other income sources, will adequately finance the Council Plan objectives, while retaining alignment with the Long Term Financial Plan (LTFP).

The 2026-27 Budget incorporates the new rating differentials proposed through the Revenue and Rating Plan, which were adopted following community consultation from November 2025 to January 2026 as part of the new Revenue and Rating Strategy. In addition to the farmland differential mentioned above, the rating differential for vacant land has increased from 150% to 200%. Developed land remains unchanged at 100%. Council has also resolved to reform the Rural Land Management Program to ensure alignment with Council Plan objectives, to deliver enhanced biodiversity and natural asset protection that targets high-value conservation work. This has resulted in the discontinuation of the Rural Land Management Rebate.

Sustainability Implications

Environmental and Climate Change - In response to the Climate Change Emergency that was declared in 2019, Council has committed funding in the Budget for a number of projects that will support its objective of having zero net emissions over the next 10 years.

Finances

The Budget for 2026-27 provides a total operating income of $116.1 million and a total operating expenditure of $119.1 million and a budgeted deficit of $2.9 million (underlying deficit of $9.01 million).

On a cash basis, the Funding Statement projects a balanced budget for the 2026-27 financial year. Total Equity is budgeted to decrease from a forecast of $1.344 billion as at 30 June 2026 to $1.341 billion as at 30 June 2026.

The adoption of the Revenue and Rating Plan does not have a direct impact on Council finances, as the update of the differential rates system does not have an impact on the total of rates and charges rather does change Council's levies on different property types.

The Plan is aligned to Council's forward financial planning assumptions that are articulated in the four-year Strategic Resource Plan (SRP) and are also used for long term financial planning purposes.

Stakeholders

All residents, ratepayers, visitors, businesses, and other government agencies have an interest in the Annual Budget.

Four public engagement sessions were held throughout the Shire:

- Thursday 23 April 2026 Online via TEAMS, 6.00pm pm – 7:30pm
- Tuesday 28 April 2026 5.00pm - 7.00pm at Wonthaggi Town Hall, 14 Baillieu Street East, Wonthaggi
- Wednesday 29 April 2026 11.00am – 1.00pm at Coronet Bay Community Hall, 39A Gellibrand Street, Coronet Bay VIC 3984
- Wednesday 29 April 2026 2.00pm – 4.00pm at Phillip Island Visitor Information Centre, 895 Phillip Island Road, Newhaven

The Budget documents were available on Council's Engage Bass Coast website at www.engage.basscoast.vic.gov.au as well as Council's website at www.basscoast.vic.gov.au and at our Customer Service Centres.

Conclusion

Council has worked with the community to ensure their aspirations and feedback have been considered in the 2026-27 Budget. These documents have been on public exhibition between 15 April 2026 and 8 May 2026. Submissions to this process were heard on 13 May 2026.

The 2026-27 Budget is now presented for adoption.

Governing Documents

The provisions of sections 94 and 96 of the *Local Government Act 2020* and sections 7 and 8 of the *Local Government (Planning and Reporting) Regulations 2020* apply to the budget process. The community must be engaged on the Budget document in line with the Community Engagement Policy.

Recommendation

That Council:

1. **Adopts the Annual Action Plan 2026-27.**
2. **That Council adopts the Revenue and Rating Plan 2026-27 as attached to the Council Meeting Agenda.**
3. **Having considered all submissions received, adopts the 2026-27 Budget and 2026-27 Fees and Charges annexed to this resolution, in accordance with Section 94 and 96 of the *Local Government Act 2020 (the Act)*.**
4. **Authorises the Chief Executive Officer to:**
   - **4.1. Give public notice of this decision to adopt the 2026-27 Budget;**
   - **4.2. Make available copies of the 2026-27 Budget on request for public inspection; and**
   - **4.3. Thank persons making submissions to the budget in writing for their submission and advise them of the outcome of the budget decision.**
5. **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 2026 to 30 June 2027 are as follows:**

General Rates	**$63,717,451**
Annual Service (Waste) Charge	**$20,517,055**
Total	**$84,234,506**

   The declaration above excludes any supplementary rates, supplementary charges or rates in lieu.

6. **Authorises a general rate be declared for the period commencing 1 July 2026 to 30 June 2027 and that:**
   - **6.1. It be declared that the general rate be raised by the application of differential rates.**

6.2. 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:

6.2.1. Developed Land is any land which does not have the characteristics of:

6.2.1.1. Farm Land;

6.2.1.2. Vacant Land; and

6.2.1.3. on which a building is erected, which building is:

6.2.1.3.1. lawfully used primarily for residential, commercial or industrial purposes; and

6.2.1.3.2. designed for permanent occupation.

6.2.2. Vacant Land is any land which does not have the characteristics of:

6.2.2.1. Farm Land;

6.2.2.2. Developed Land; or

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

6.3. 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	0.239195 cents in the dollar of Capital Improved Value
Farm Land	0.155477 cents in the dollar of Capital Improved Value
Vacant Land	0.47839 cents in the dollar of Capital Improved Value
Recreational	0.143517 cents in the dollar of Capital Improved Value

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

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

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

6.4.3. 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

6.4.4. The relevant:

6.4.4.1. uses of;

6.4.4.2. geographical locations of;

6.4.4.3. planning scheme zonings of; and

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

6.5. 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 0.143517 cents in the dollar.

7. Authorises the following Annual Service Charges:

7.1. An annual service charge be declared in respect of the 2026-2027 Financial Year.

7.1.1. The annual service charge of $681.73 per annum per tenement be declared for the collection and disposal of refuse.

7.1.2. 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.

8. Having considered submissions received in relation to the 2026-27 Budget, directs that the rates and charges as declared for 2026-27 be levied by sending notices to the persons who are liable to pay, in accordance with Section 2 of the Act.

9. Resolves that the rates and charges for 2026-27 must be paid by the following dates:
In full by 15 February 2027 or
By equal instalments on the following dates:

- **30 September 2026**
- **30 November 2026**
- **28 February 2027**
- **31 May 2027**

10. 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:

10.1. that person is liable to pay; and

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

11. **Authorises the Chief Executive Officer to demand payment of and recover the rates and charges as declared in the 2026-27 Budget.**
12. **Authorises the Chief Executive Officer to sign and seal any loan and financial documents relating to the proposed new borrowings of $1,340,000 in the 2026-27 Budget.**
13. **Notes that any additional unfunded programs, services and projects will be considered by Council after the consideration of the 2026-27 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 2026-27 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:

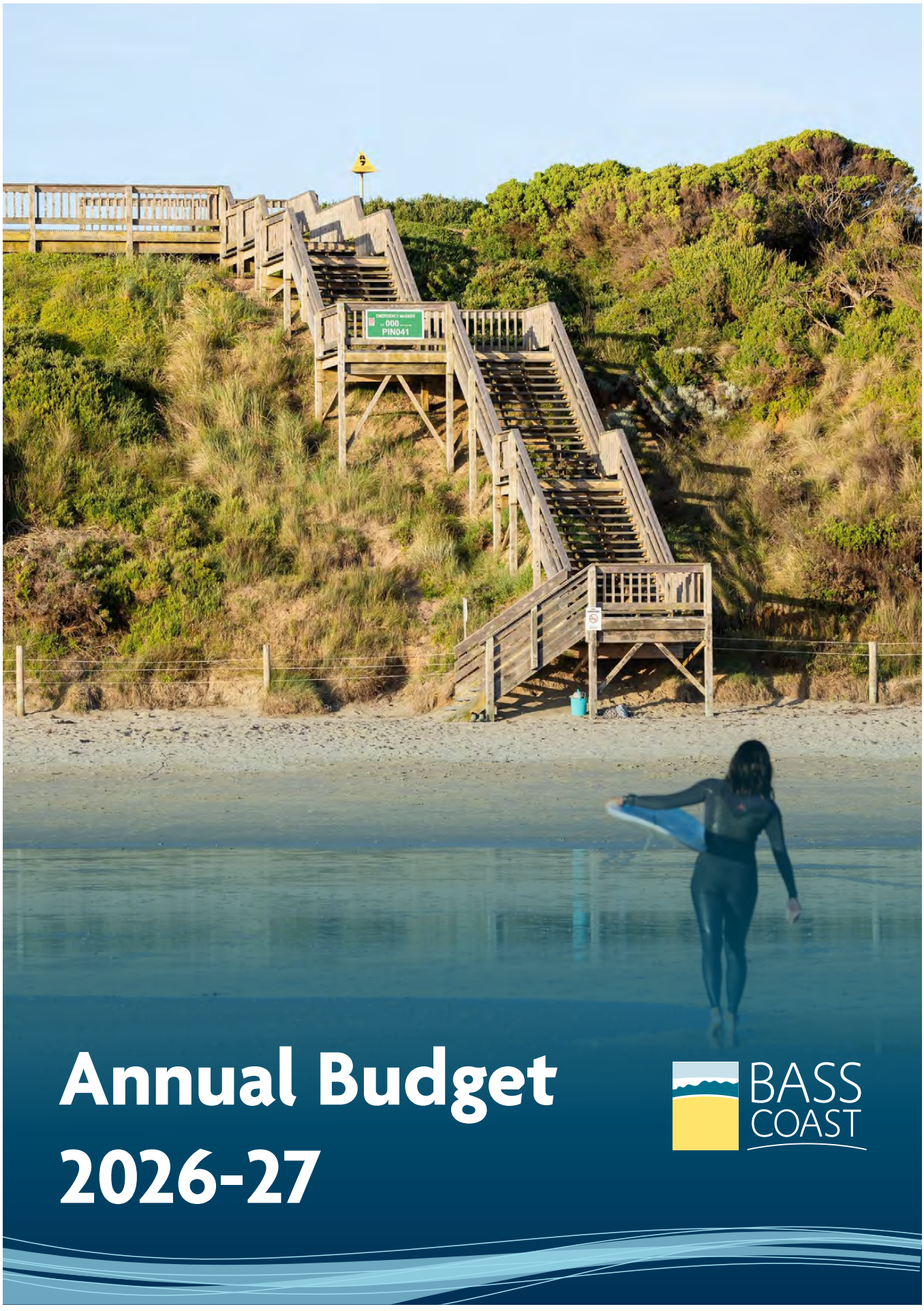
The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2026-27 Financial Year.

Attachments

1. 2026-2027 Budget and 3-year plan [**8.1.1** - 84 pages]
2. 2026-2027 Revenue and Rating Plan [**8.1.2** - 29 pages]
3. 2026-2027 Fees and Charges [**8.1.3** - 14 pages]
4. 2026–2027 Annual Action Plan [**8.1.4** - 9 pages]
5. 2026 -2027 Engagement Summary Report [**8.1.5** - 57 pages]
6. 2026-2027 Budget Submission Responses [**8.1.6** - 13 pages]



Annual Budget 2026-27

BASS COAST

Acknowledgement of Country

We acknowledge the Bunurong as the Traditional Owners and Custodians of the lands and waters, and pay respect to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and Lore. We celebrate the opportunity to embrace and empower the Aboriginal and/or Torres Strait Island Communities in their diversity. We will create opportunities for future recognition and respectful partnerships that will honour the Traditional Owners and Custodians, and Aboriginal and/or Torres Strait Islander Peoples.

Bass Coast Community Vision 2045

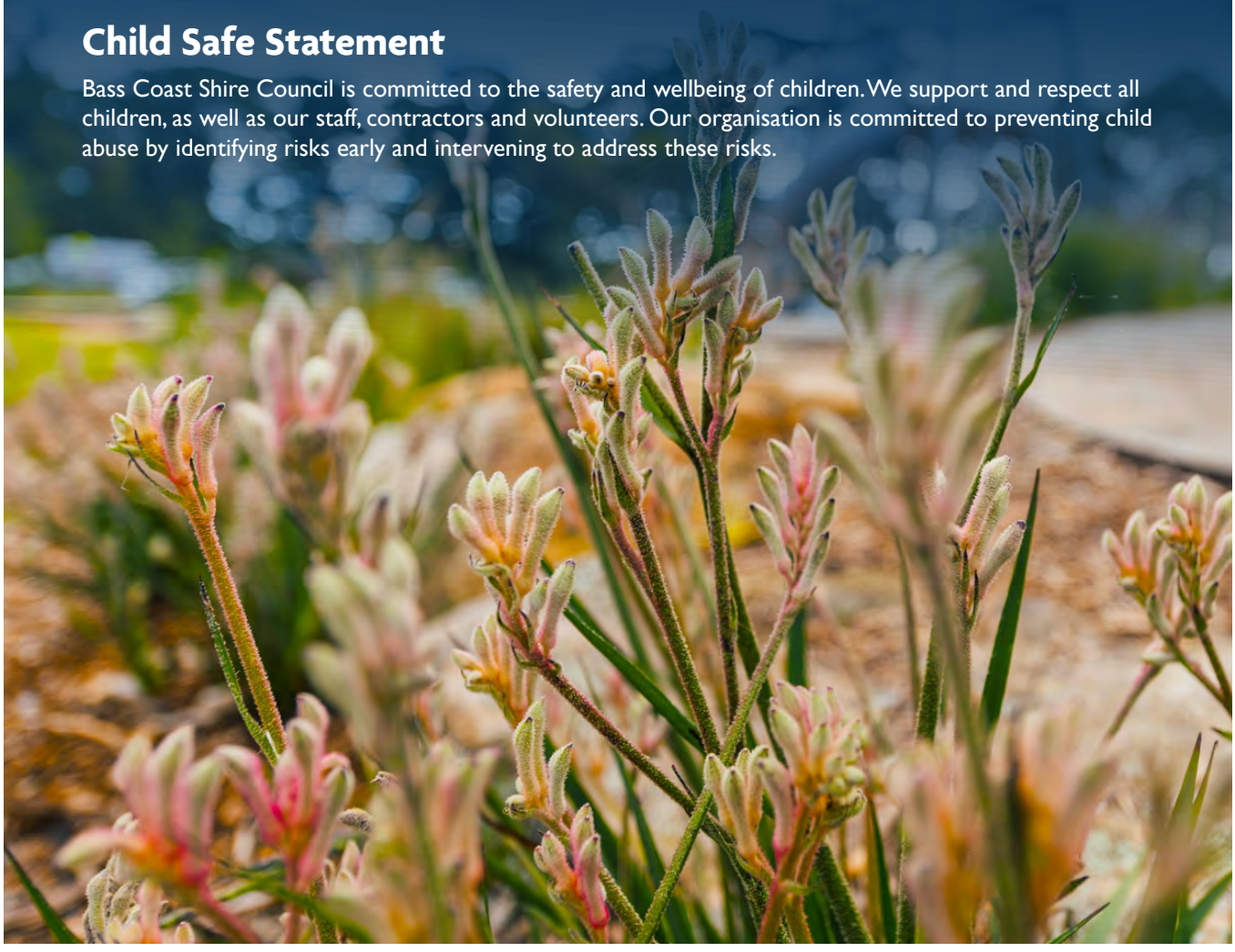
From its flowing hills to its wild unspoiled coastlines, the Bass Coast is a source of celebration for all who live in and visit the region. Our townships are vibrant, rich with culture and full of life, each with its own distinct character. Drawing on our creativity, innovation and resilience we've 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.

Diversity and Inclusion

Bass Coast Shire Council is committed to providing communications and engagement that is welcoming, safe, accessible and inclusive for our community including First Nations, Culturally and Linguistically Diverse (CALD), Lesbian, Gay Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) peoples, people with disability and of all ages.

Child Safe Statement

Bass Coast Shire Council is committed to the safety and wellbeing of children. We support and respect all children, as well as our staff, contractors and volunteers. Our organisation is committed to preventing child abuse by identifying risks early and intervening to address these risks.



Contents

Executive Summary 4

Overview

1 Budget Highlights 6

2 Budget Influences 12

3 Summary of Financial position 17

4 Rating Strategy 22

Budget Reports

5 Link to the Integrated Planning and Reporting Framework 27

6 Services and service performance indicators 30

7 Financial Statements 45

7.1 Comprehensive Income Statement 45

7.2 Balance Sheet 46

7.3 Statement of Changes in Equity 47

7.4 Statement of Cash Flows 48

7.5 Statement of Capital Works 49

7.6 Funding Statement 50

7.7 Statement of Human Resources 51

7.8 Human Resources by Gender 52

8 Notes to the Financial Statements 54

8.1 Comprehensive Income Statement 54

8.2 Balance Sheet 65

8.3 Statement of Changes in Equity 67

8.4 Capital works program 69

9 Performance and financial indicators 77



Executive Summary

Bass Coast Shire Council has prepared the 2026-27 Budget in a period of heightened global economic uncertainty. This budget is based on the best available financial assumptions and includes a contingency to address escalating fuel and capital works delivery costs. Should international energy markets escalate beyond current projections—factors outside of Council's direct control—adjustments may be required to maintain essential service delivery and fleet operations.

The 2026-27 Budget totals $123.7 million gross budget. This includes :

- $88.6 million Operating Budget
- $29.5 million Capital Works Program
- $5.6 million debt servicing

all within a 2.75 per cent average general rate increase in line with the State Government rate cap.

The Budget has been prepared in alignment with the Long Term Financial Plan 2025-2035 to ensure the ongoing financial sustainability of Council while continuing to deliver essential infrastructure and services to a growing community. It has been developed to:

- Maintain affordable and stable revenue and financing mechanisms;
- Deliver an ongoing balanced financial position over the long term;
- Manage capital investment efficiently and responsibly; and
- Maintain, enhance and where appropriate rationalise Council's asset base to meet current and future community needs.

The Budget provides the authorisation for the ongoing provision for a range of core Council services to be delivered within the rate cap increase of 2.75 per cent. Council remains committed to balancing service delivery expectations with responsible financial management in a constrained revenue environment. This is increasingly difficult as external cost escalations for fuel, construction materials, and labour frequently outpace the revenue growth permitted under the Fair Go Rates System.

The Budget presents a four-year financial outlook and incorporates projections against key indicators established by the Victorian Auditor-General's Office (VAGO) and Local Government Victoria. It projects an operating deficit of $3.0 million for 2026-27 (due to a combination of $2.0 million funding for waste management operating projects and a sharp increase in depreciation following recent revaluations of bridges, roads, pathways and open space assets) and an adjusted underlying deficit of $9.1 million (due to the increases in depreciation), while maintaining a balanced Funding Statement position. A capital works program of $29.5 million will deliver continued investment in community infrastructure (valued at $1.4+ billion), including new tracks and trails, the Cowes Streetscape development, and upgrades to sporting facilities at Inverloch and Wonthaggi.

Beyond the immediate volatility of fuel prices, Council continues to operate within an increasingly challenging structural environment for local government across Victoria. This Budget acknowledges the growing pressure on the long-term financial sustainability of the sector, particularly for regional councils. The compounding effects of rate capping, persistent inflation, and the ongoing challenge of cost shifting from other levels of government place immense strain on the sectors financial capacity. Even without the current global instability, these sector-wide headwinds would require a disciplined approach to financial management. Council is committed to proactively addressing these challenges by seeking operational efficiencies and exploring new opportunities to ensure our long-term viability.

These challenges are being amplified by broader global economic uncertainty and geopolitical tensions in key energyproducing regions, which have contributed to volatility in energy markets, supply chains, and construction costs. Such global pressures have direct local impacts on project delivery costs and operational expenditure, with the full impacts not yet known at the time of drafting this budget.

Bass Coast Shire Council will continue its advocacy to State and Federal Governments for sustainable funding arrangements that recognise the expanding role of local government. This includes advocating for improved assistance to strengthen the sustainability of regional councils, which forms part of Council's adopted advocacy priorities for 2026-2028.

Council declared a climate emergency in 2019 and remains committed to climate action. The 2026-27 Capital Budget includes dedicated investment in infrastructure and initiatives supporting delivery of the Climate Change Action Plan 2020–2030, contributing to emissions reduction and climate resilience.

Through this Budget, Council seeks to responsibly balance financial stewardship, community service delivery and longterm investment, ensuring Bass Coast remains a resilient, liveable and sustainable community despite an increasingly complex global operating environment.

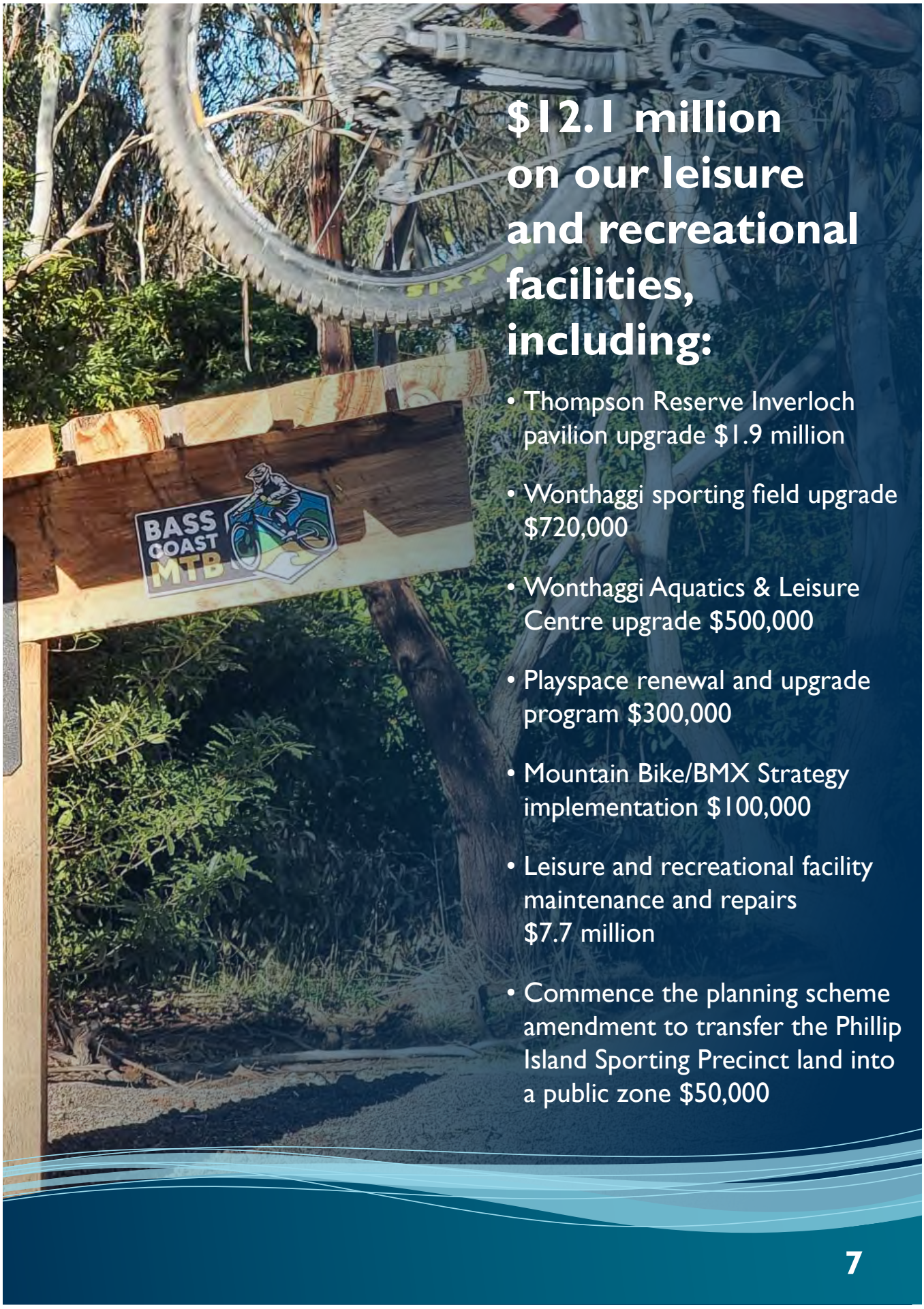


1. Budget Highlights

2026-27 Budget Snapshot

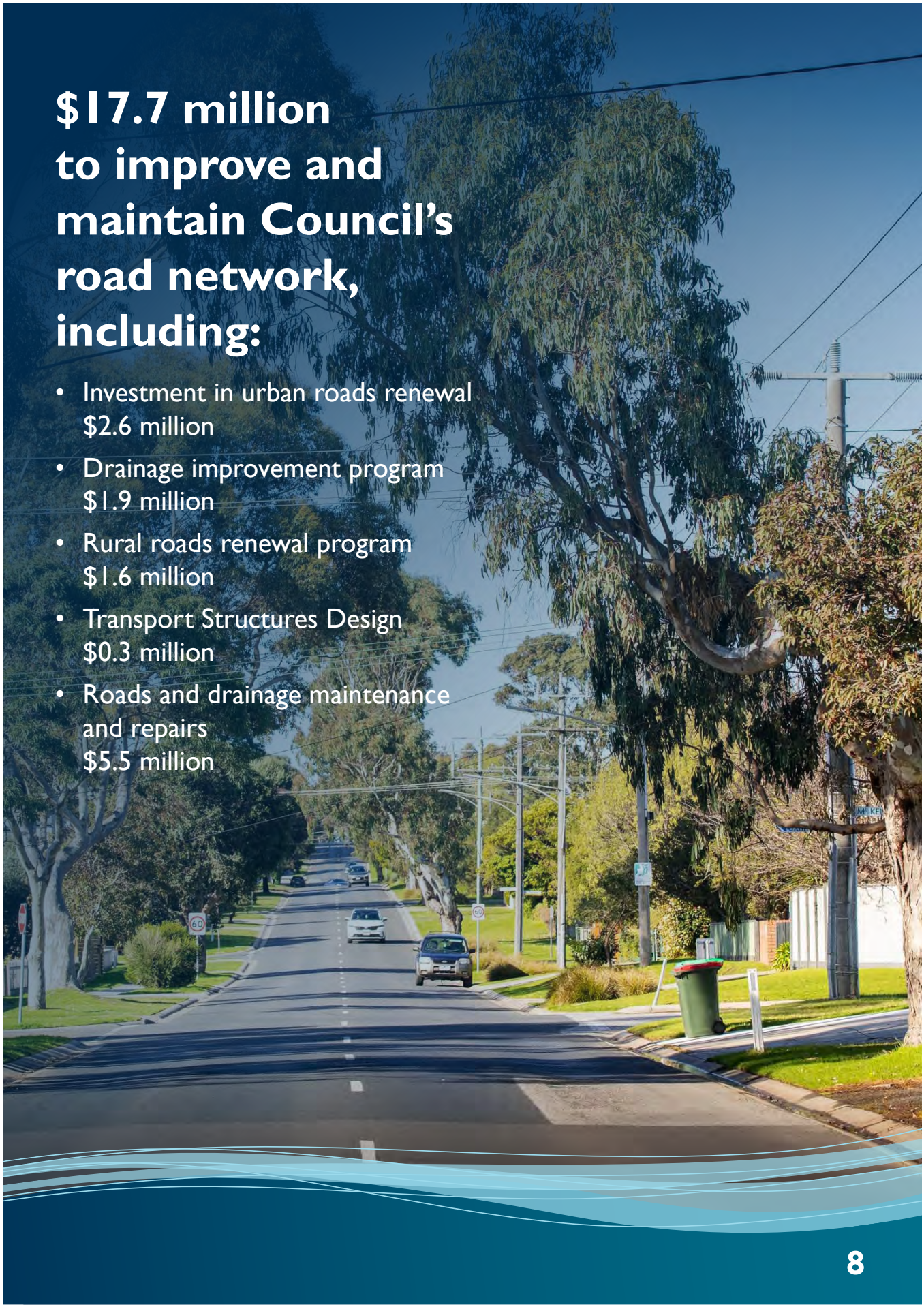
$123.7 million total gross budget, including:

- **$88.6 million**
  operating budget to support Council services
- **$29.5 million**
  Capital Works Program funding to invest in new infrastructure and meet asset renewal targets
- **$5.6 million**
  Debt Servicing
- all within a 2.75% average general rate increase in line with the State Government rate cap



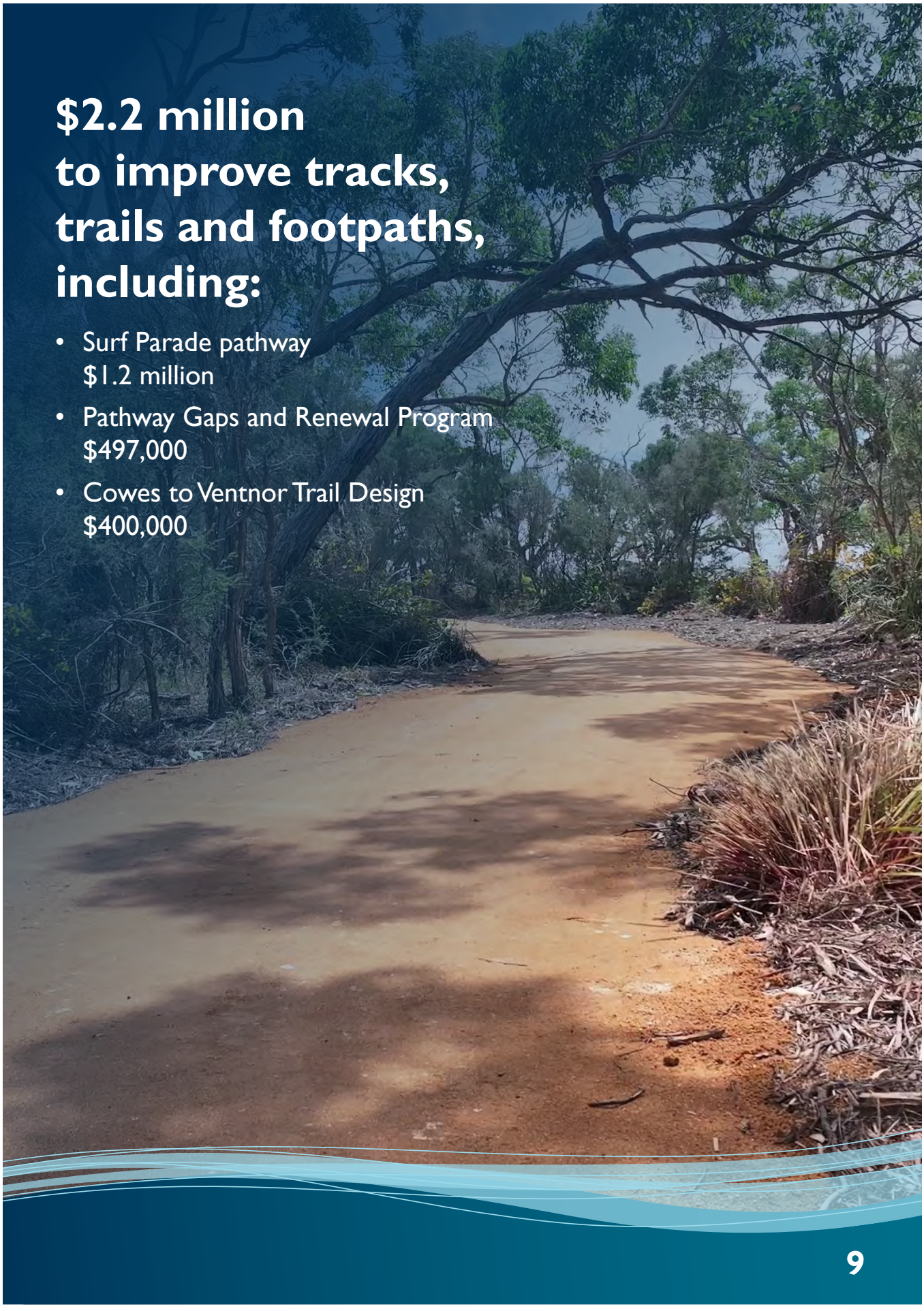
$12.1 million on our leisure and recreational facilities, including:

- Thompson Reserve Inverloch pavilion upgrade $1.9 million
- Wonthaggi sporting field upgrade $720,000
- Wonthaggi Aquatics & Leisure Centre upgrade $500,000
- Playspace renewal and upgrade program $300,000
- Mountain Bike/BMX Strategy implementation $100,000
- Leisure and recreational facility maintenance and repairs $7.7 million
- Commence the planning scheme amendment to transfer the Phillip Island Sporting Precinct land into a public zone $50,000



$17.7 million to improve and maintain Council's road network, including:

- Investment in urban roads renewal $2.6 million
- Drainage improvement program $1.9 million
- Rural roads renewal program $1.6 million
- Transport Structures Design $0.3 million
- Roads and drainage maintenance and repairs $5.5 million


$2.2 million
to improve tracks,
trails and footpaths,
including:
• Surf Parade pathway
$1.2 million
• Pathway Gaps and Renewal Program
$497,000
• Cowes to Ventnor Trail Design
$400,000
9



$13.5 million to upgrade community facilities, including:

- Cowes Streetscape delivery
  $3.6 million
- Structural renewals program
  $1.2 million
- Inverloch Community Hub renewal program Phase 2
  $0.5 million
- Old Wonthaggi Post Office renewal
  $0.3 million
- Buildings, plant and operations maintenance
  $4.2 million



$22.2 million on our waste services, including:

- Delivery and management of waste services
  $18.6 million
- Landfill rehabilitation
  $1.1 million
- Waste facility improvements
  $1.1 million
- Construction of Grantville Landfill Cell 8
  $0.5 million

2. Budget Influences

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

2.1 Snapshot of Bass Coast

The people of Bass Coast acknowledge the traditional owners of this land, the Bunurong people who maintained a beautiful combination of unspoilt coastline and picturesque rural hinterland. We live in respectful harmony with our environment, a popular holiday destination with vibrant townships rich with culture and distinct character. Our world-renowned surf breaks and Penguin Parade provide a breathtaking getaway for over 3 million visitors each year.

Currently one of the fastest growing areas in regional Victoria, Bass Coast's population is spread among the townships of Wonthaggi, Cowes, Inverloch, San Remo and Grantville as well as numerous smaller hamlets. It has a thriving and diverse economy that supports agribusiness and service industries. Bass Coast is an ideal place to raise a family in a friendly regional community that embraces true country values.

Population

The total population of Bass Coast is estimated to be 44,862 people according to the Australian Bureau of Statistics. Reflecting the appeal of the Bass Coast as a holiday and retirement destination, a substantial number of ratepayers reside outside the Shire.

Tourism

From surfing and cycling to wining and dining, Bass Coast offers over 180 kilometres of spectacular coastline, beautiful bush areas and scenic rolling hills. During summer season the population grows to around 80,000. Bass Coast welcomes more than 3 million (overnight and daytrip) visitors every year.

Ageing population

According to the Australian Bureau of Statistics as at 2021, the municipality has a significant ageing resident population with 38% of residents aged over 60. This is higher than average for regional Victoria where those aged over 60 is approximately 29% of the population. There is a prevalence of second homes ownership within the Shire. Almost 10% of the Australian population has access to a second home, mostly within driving distance of their primary residence, these can be used for a variety of purposes, such as holidaying, investment or retirement.

Housing

Over the next 15 years it is estimated that across Bass Coast, it will need to provide for an additional 10,000 homes to accommodate the changing housing needs of our growing population. Our attractive townships, coastal villages and rural hamlets make Bass Coast one of the most desirable place to live, work and visit. Council will continue to focus growth in Wonthaggi while allowing some infill development in Inverloch, Cowes, San Remo and Grantville. This is based on the principle of linking good access to jobs, services and infrastructure with housing supply.

2.2 External influences

The preparation of this Budget is influenced by the following external factors:

- The Victorian Government has set the 2026-27 rate cap at 2.75%.
- While this budget incorporates specific cost assumptions, geopolitical instability continues to drive significant volatility in global energy markets and fuel prices (refer 2.5 Fuel volatility plan). These escalations represent an external factor beyond Council's control and may necessitate adjustments to operational expenditure should prices exceed current projections
- The Consumer Price Index (CPI) rose 4.6% over the 12 months to March 2026, driven by higher prices for housing, food and non alcoholic beverages and recreation and culture.
- The Wage Price Index has increased to 3.2% for the 12 months to March 2026. This increase is linked to growth in health care and social assistance
- Interest rates have increased with the Reserve Bank of Australia (RBA) increasing rates in February, March and May 2026 and forecasts indicating rates will likely be increased further over the remainder of 2026
- Population growth will continue to be an important driver of economic growth and demand for housing.
- Over time funding provided to Local Governments has not kept pace with service cost growth and has escalated through cost shifting where Local Government provides a service to the community on behalf of the State or Federal Government

2.3 Budget principles

In response to these influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Grants to be based on confirmed funding levels
- New revenue sources to be identified where possible
- Service levels to be maintained with the aim to use fewer resources with an emphasis on innovation and efficiency
- Salaries and wage increases are linked to the current Enterprise Agreement
- Employer Superannuation Guarantee contributions are 12% ongoing
- New initiatives or employee proposals to be justified through a business case
- Targeted a 0% increase in non-CPI linked expenses
- Operating revenues and expenses arising from completed capital projects to be included

2.4 Major Initiatives (advocacy priorities)

- **Former Wonthaggi Secondary College** - This year Council will commence the development of the land use framework, partnership framework, and business case for development of the site utilising the $633,000 in grant funding from the Federal Government with $300,000 budgeted for 2026-27.
- **Phillip Island Sporting Precinct** - In 2026-27, Council will seek approval from the Department of Transport and Planning for the front entry design which is expected to be completed in 2025-26. Running in parallel is the detailed design for the precinct that will be finalised in the 2026-27 financial year. Council will also commence the planning scheme amendment to transfer the land into a public zone to assist in accelerating the program through more efficient approval process. Finally, a review of the 2023 master plan will also be completed to ensure that the development of infrastructure on the land is in line with community priorities. All of these works in 2026-27 will be funded within the Strategic Planning operational budget including $50,000 dedicated to the land rezoning.. In the subsequent years 2-4 of the 4-year plan, the physical infrastructure works can then begin to the value $5 million, funded from a loan of $3 million, and $2 million from Council's strategic reserves. A further $4.5 million of funding has been dedicated in the subsequent years of the Financial Plan funded by borrowings of $2.5 million and grants of $2 million.
- **Aquatics and Leisure Centre (Wonthaggi)** – In 2026-27, Council will continue year 2 of the detailed design of a refurbished facility via an annual budget of $500,000. In the Long-Term Financial Plan, Council has allocated $20 million of council funds (via borrowings) and is seeking matching contributions from the State and Federal governments.
- **Coastal Erosion (operational)** – Council is calling for a state-wide Coastal Inundation and Erosion Control overlay, requesting urgent funding to protect at-risk assets and partnership with government to address this significant threat to community infrastructure in coastal regions. These priorities are long-term and require staged delivery or partnership with multiple levels of government.
- **Western Port Woodlands (operational)** – Council will continue to advocate for the introduction of an interim ESO following lodging an application to amend the planning scheme in 2025-26. Alongside this, Council has allocated $250,000 to complete environmental assessments and technical studies for the entire Shire.



2.5 Fuel Volatility Plan

The draft budget incorporates a principle-based contingency framework to manage fuel-driven economic volatility. It enables rapid response through scenario planning, trigger-based actions, and prioritisation of core operations and liquidity, ensuring resilience while preserving flexibility to capture strategic opportunities. Council budgets are inherently impacted by the volatility due to the increased fuel costs for Council fleet and Plant and Equipment, upward pressure on contractor pricing, and the broader inflation impacts on services.
Further impacts can occur through the capital program and impacted revenue volumes and timings. Council's contingency planning principles focus on service continuity, maintaining delivery of essential services (including Waste management, Asset maintenance and Community and regulatory services), and Financial Sustainability.

The principled approach is to ensure budget adjustments avoid structural deficits and maintain long-term asset integrity for the Shire.

Bass Coast's approach is guided by the following levels:

- Scenario planning and risk assessments
- Service optimisation and targeted efficiency strategies
- Targeted reprioritisation and service adjustments
- Protection of critical assets and services

Changes in approach and stage will include consultation with impacted parties, to ensure measures are planned and impact focused.



2.6 Addressing the Climate Change Emergency

Bass Coast has declared a climate emergency and developed a Climate Change Action Plan 2020-30 recognising the role of both Council and the community in our collective response to reduce our emissions, build community resilience against the local impacts of climate change and ultimately reverse the impacts of global warming. Council has committed funding in the Budget for several projects that will support its objective of having zero net emissions by 2030 and ensuring a climate resilient community. Details of projects that are aligned to the actions within the Climate Change Action Plan are:

- Continuation of the sector leading waste collection system which includes the use of an organics bin for the disposal of household food waste. This initiative has enabled Bass Coast to divert more than three quarters of its waste from landfill, which is a sector leading outcome
- Implementing Council's Environmentally Sustainable Design (ESD) Policy, aligning Council's building and infrastructure projects with its net zero by 2030 target
- Delivering a climate resilience toolkit and campaign, that supports emissions reduction and adaptation across Bass Coast
- Continuing to upgrade the energy efficiency and solar coverage at Council facilities, by acting on recommendations from energy audits across our sites
- Continuing to deliver the Biolinks Program, that provides significant carbon drawdown and habitat enhancement outcomes
- Improving the pedestrian friendly aspects of our townships through the Footpaths Gaps Program
- Delivering the Urban Forest Strategy, and key actions to support it
- Delivering significant coastal erosion management, including detailed monitoring and grant funded projects

2.7 Long term strategies

The Budget includes consideration of a number of long term strategies including the Long Term Financial Plan 2025-2035 and contextual information to assist Council to prepare the Budget in a proper financial management context. These include Budget financial statements for 2026-27 and 3 years of Projections to 2029-30 (Section 7), Rating Strategy (Section 4) and intended Borrowings (Section 8.2).

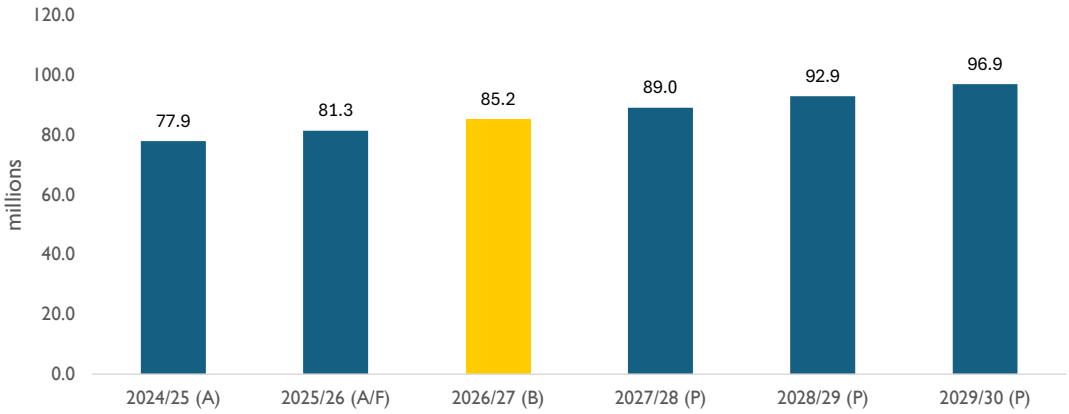
2.8 Gender Impact Assessment

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

3 Summary of financial position

Council has prepared a Budget for the 2026-27 financial year which seeks to balance the demand for services and infrastructure with the available funds. Key budget information is provided below about rates and charges, operating result, cash and investments, capital works, financial position, financial sustainability and strategic objectives of Council.

3.1 Total rates and charges

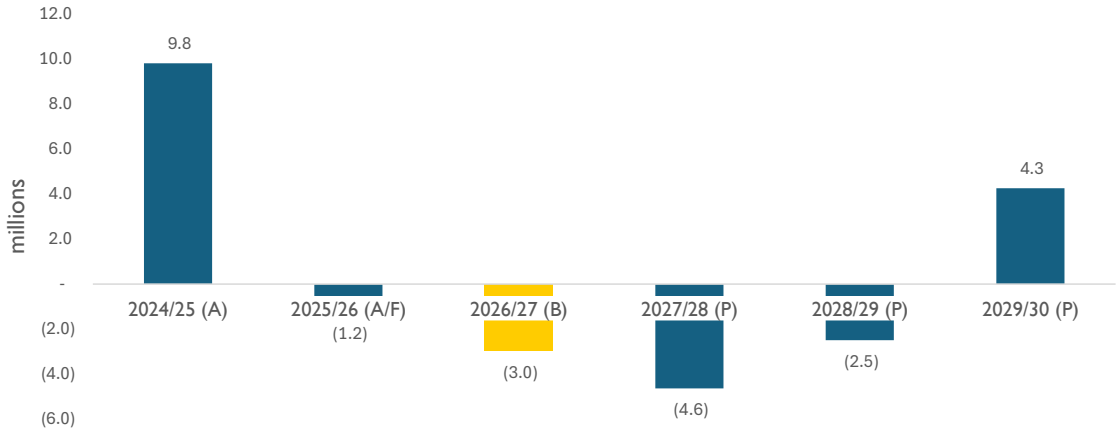


The total rates and charges of $85.2 million for the 2026-27 year are in line with prior year projections. Rate revenue for 2026-27 year is expected to be $63.7 million. The year on year increase includes a 0.6% growth in the number of properties within the municipality combined with an average rate increase of 2.75% in line with the rate cap as mandated by the State Government.

Waste Charges for 2026-27 is expected to be $20.5 million. Council utilises a waste recovery model; that sets the Waste Charge at a level that covers the cost of providing waste services across the municipality and meet regulatory requirements. The standard Waste Charge will increase by $63.73 to $681.73 in 2026-27. The balance of $1 million includes supplementary rates and interest.

Refer also to Section 8.1.1 for further information on rates and charges.

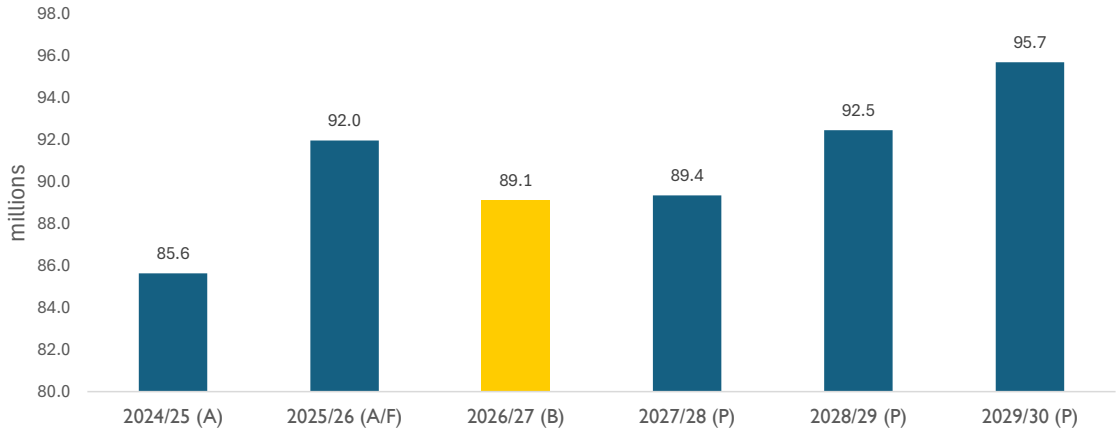
3.2 Operating result



The operating deficit in the 2026-27 year is projected to be $3.0 million. The 2026-27 projected deficit is due to a combination of $2.0 million funding for waste management operating projects and a sharp increase in depreciation following recent revaluations of bridges, roads, pathways and open space assets.

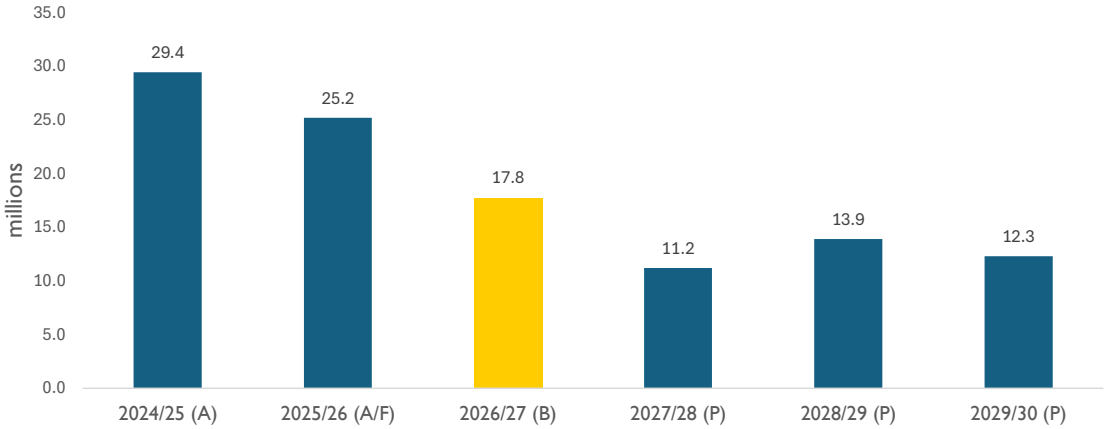
The elevated 2024-25 result reflects the receipt of $6.0 million in unbudgeted developer contributed assets.

3.3 Expenditure excluding depreciation and amortisation



Expenditure excluding depreciation and amortisation for the 2026-27 year is expected to be $89.1 million. Growth of operating expenses has been restained, by a focus on cost containment and the inclusion of labour cost efficiencies in the Budget.
The 2026-27 Budget reflects the impact of waste compliance costs through old landfill rehabilitation $2.0 million and elevated waste operational expenditure due to fuel supply pressures.

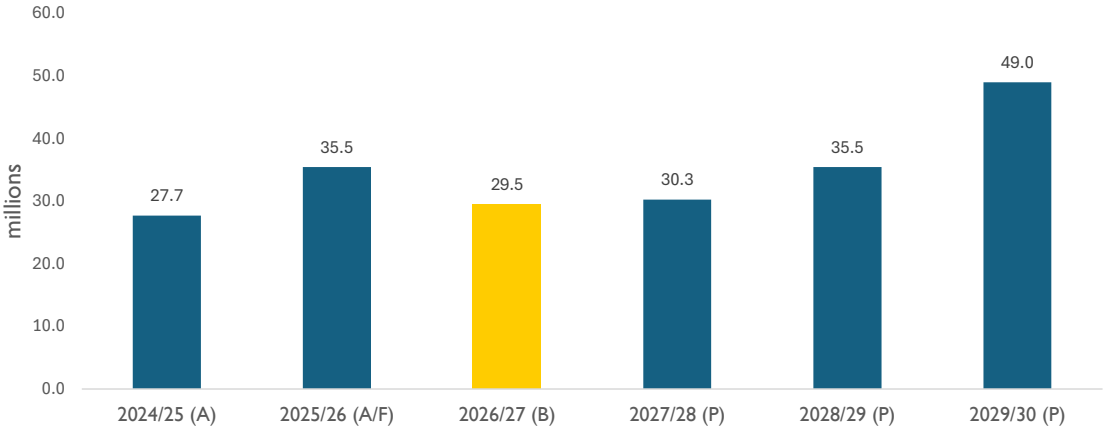
3.4 Cash and cash equivalents



Cash and cash equivalents are budgeted to be $17.8 million as at 30 June 2026. Cash and cash equivalents are expected to reduce to $12.3 million as at 30 June 2030. This is due to the planned utilisation of discretionary reserves as a capital works funding source.

Refer to Section 7.4 for the Statement of Cash Flows and Section 8.4 for the detailed capital works program.

3.5 Capital works



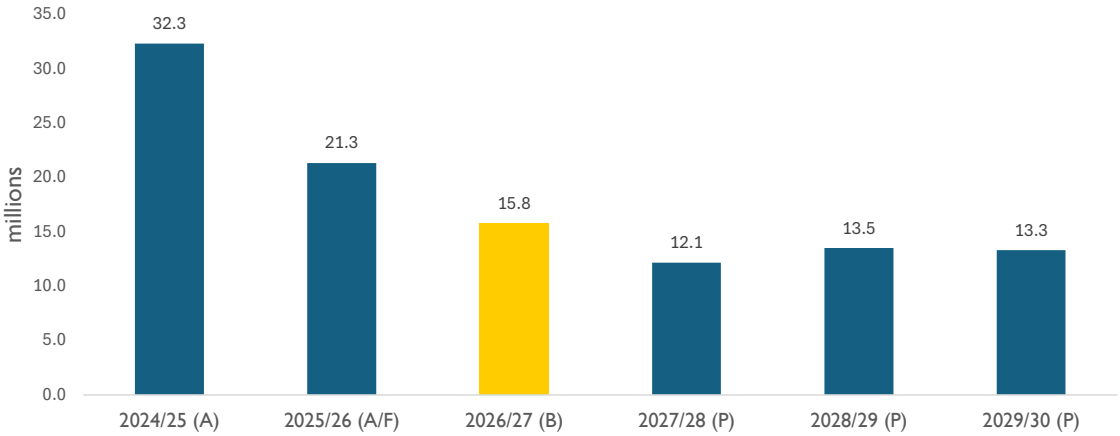
The Capital Works Program for 2026-27 is $29.5 million.

The 2026-27 Program includes a continued investment in new, renewal and upgrade of Council assets including $3.6 million on the continuation of the Cowes Streetscape Master Plan, $2.6 million on sporting pavilions and $1.2 million for completion of the Surf Parade Shared Path in Inverloch.

The program is funded by capital grants of $6.8 million, borrowings of $1.3 million and the remainder from Council funds. The capital expenditure program has been rigorously prioritised considering deliverability and community need.

The 2029-30 Program is predominatly driven by the Wonthaggi Aquatics and Leisure Centre $20.0 million Refer to Section 7.4 for the Statement of Capital Works and Section 8.4 for the detailed capital works program.

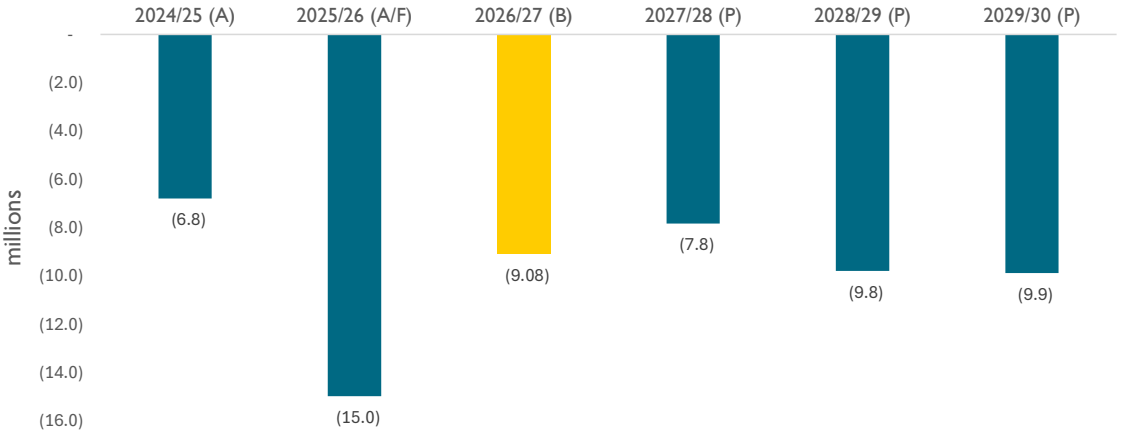
3.6 Financial position



Council's working capital position is expected to reduce over the coming four years from a net $15.8 million in 2026-27 to $13.3 million by June 2030. This result remains within VAGO's low risk rating and confirms that Council's financial position will remain sound with a liquidity ratio greater than 1.0.

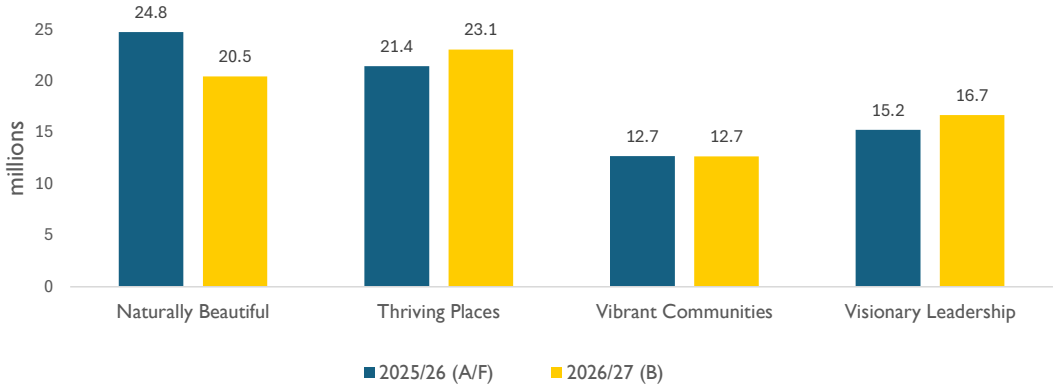
Refer to Section 7.2 for the Balance Sheet.

3.7 Financial sustainability



Council's projected adjusted underlying results range from a deficit of $9.1 million in 2026-27 to $9.9 million in 2029-30. This reflects the impact of a significant increase in depreciation expense resulting from asset revaluation uplifts, significant waste compliance costs through old landfill rehabilitation, and a projected 2.5 per cent rate cap beyond the 2026-27 year.

3.8 Strategic objectives



The Budget includes a range of services and initiatives to be funded that will contribute to the achievement of the strategic objectives specified in the Council Plan. The above graph shows the level of funding allocated in the Budget compared to 2025-26 Forecast at Quarter 2.

The services that contribute to these objectives are set out in Section 6.



Rating Strategy

4. Rating Information

This section contains information on Council's past and projected rating levels along with Council's rating structure and the impact of changes in property valuations.

4.1 Rating context

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.
As per the Local Government Act 2020 , Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, Council's Rating Strategy was reviewed and updated following community consultation. Rates and charges were identified as an important source of revenue, and planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2026-27 the FGRS cap has been set at 2.75%. The cap applies to general rates and is calculated on the basis of Council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

Council has resolved to make changes to the existing rate differentials following community consultation from November 2025 to January 2026 and adoption of a new Rating Strategy. The changes reduce the rating differential for farm land from 80% to 65%, and increase the rating differential for vacant land from 150% to 200%. Developed land remains unchanged at 100%. Council has also resolved to reform the Rural Land Management Program to ensure alignment with Council Plan objectives, to deliver enhanced biodiversity and natural asset protection that targets high-value conservation work.

To achieve Council's objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 2.75% in line with the rate cap.

This will raise total rates and charges for 2026-27 to $85,205,000.





4.2 Current and proposed rates and charges

The following table sets out current and future proposed increases in revenue from total rates and charges and is based on the forecast financial position of Council as at 30 June 2026. Please note that the total rates and charges increase includes expected growth within the municipality during these periods. The average rate increase per assessment is anticipated to be in accordance with the projected rate cap.

Year	Rate Cap Increase %	Waste Charge increase %	Total Rates and charges $'000s	Total Rates & Charges Increase %
2025/26	3.00%	8.7%	81,314	4.4%
2026/27	2.75%	8.4%	85,205	4.8%
2027/28	2.50%	5.0%	89,021	4.5%
2028/29	2.50%	5.0%	92,878	4.3%
2029/30	2.50%	5.0%	96,911	4.3%

4.3 Rating Structure

Council proposes to apply various rates:

a) Developed Land rate
The Developed Land rate being any land that does not have the characteristics of Farm Land or Vacant Land and on which a building is erected and is lawfully used for residential, commercial or industrial purposes and designed for permanent occupation. The objective of this differential rate is to ensure that such land makes an equitable financial contribution toward the cost of carrying out the functions of Council.

b) Farm Land rate
The Farm rate currently set at 65% of the Developed Land rate (previously 80%) is based on the definition of a farm within the Valuation of Land Act 1960 . The Valuation of Land Act 1960 definition of Farm Land for valuation purposes requires that farm properties are at least 2 hectares and be:

i. primarily used for agricultural production (grazing, dairying, poultry farming, pig farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind); and,

ii. used by a business which has a significant or substantial commercial purpose, seeks to make a profit on a continuous or repetitive basis or has a reasonable prospect of making a profit from the agricultural activities being undertaken.

c) Vacant Land rate
The vacant land differential rate applies to all vacant land in the Shire (except for Farm Land) and is set at 200% of the developed land rate (previously 150%) on the basis that Council will encourage development of vacant land and therefore generate economic development within the Shire.

d) Cultural and Recreational Land rate
Council also applies a Cultural and Recreational Land rate (set at 60% of the Developed Land rate). Under the Cultural and Recreational Lands Act 1963 , provision is made for Council to grant a rating concession to any "recreational lands" which meet the test of being "rateable land" under the Act. This concession is given to cultural and recreational organisations that provide general community benefits as part of their activities.

e) Waste Charge
Council currently applies a service charge for the collection and disposal of refuse on urban properties and providing waste services for the municipality (street litter bins, transfer station and recycling facilities). Council retains the objective of setting the service charge for waste at a level that fully recovers the cost of the waste services, including providing for the cost of rehabilitation and remediation of the Council's Landfill once it reaches the end of its useful life.

For more information on the rates and charges see Note 8.1.1.

4.4 Consideration of Ministerial Guidelines for Differential Rates

The Bass Coast Shire Council rating structure comprises three differential rates (developed land, vacant land and farm). These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the *Local Government Act 1989* , and the Ministerial Guidelines for Differential Rating 2013.

As part of the review of its rating structure, Council has considered a detailed Rating information and discussion paper. This paper considered the State Government's Developing a Rating Strategy: A Guide for Councils. This has helped Council to properly consider the matters included in the Guidelines.
In particular:

a) Council believes that the use of differential rates will contribute to the equitable and efficient carrying out of its functions. Council is of the view that equity is achieved through the distribution of rates between rateable properties by the application of current and accurate property valuations. Council undertakes regular property valuations as required by the Act and to the standards set out by the Valuer-General. Equity can also be achieved by the classification of properties into homogenous property categories. Council has identified these categories in its rating structure set out above. Equity therefore can be achieved by the treatment of like properties, in other words, that similar rates are paid by similar properties. Council achieves this by a combination of accurate valuations and homogenous property classification. Council also believes that the rating structure can be administered efficiently as it is a relatively simple structure which has been in place for some time.

b) In specifying the objective of each differential rate, Council has had regard to good practice taxation principles and its assessment against each differential rate objective and determination. It has done this by considering the taxation principles based upon the capacity to pay principle, the benefit principle and the wealth taxation principle.

   The capacity to pay principle looks at the issue of the relativity of rates paid by the major categories of property. However, the most vexed issue related to capacity to pay is assessing it across different categories of property. Council is of the view that differential rates based upon the capacity to pay principle will not deal practically with the situations of all individuals, businesses and households who pay rates.

   The benefit principle looks at whether there should be a link in the amount of rates paid and the benefit received by ratepayers. A common complaint levelled at Council is that "the rates I pay have no correlation with the services I consume or the benefits I receive". This argument is based on the benefit principle (the opposite of the wealth tax principle) that argues there should be a nexus between the consumption of services or benefit and the rate burden.

   However, any assessment of the relative benefits received by various categories of property owners raises many practical difficulties, in particular, trying to trace quantifiable consumption/benefits to particular types of property or geographic locations and attributing varying levels of access by ratepayers to services that are universally available. Any in-depth analysis of this issue could also be quite costly and impact on efficiency. Any such analysis could reduce to arguments of what services are consumed by town versus rural, businesses versus residences, and town versus town. The exercise is not clear cut – for example, it might be argued that rural ratepayers derive less benefit from street cleaning than their town counterparts but the reverse argument may be put with respect to the costs of maintaining rural roads. For these reasons, Council does not believe that setting differential rates based upon the benefit principle is practical, equitable and efficient.

The wealth tax principle implies rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Council is limited to property taxes with which to tax wealth. Wealth can be defined as the total value reflected in property and investments and income directed to day-to-day living. Local government is limited to taxing one component of wealth – real property. Council rates tax the stored "wealth" or unrealised capital gains inherent in land and buildings.

Council believes that the Wealth Tax principle is the most equitable and efficient to adopt in terms of its rating structure. Some moderation of the effect of property value on the level of rates levied is however required to make the rating system more equitable and stable than it would be in the absence of such intervention. Council believes that differential rates should be used in this regard.

c) Council has done modelling in order to understand the impact of the rating decision on those rated differentially and the consequential impact upon the broader municipality.

In specifying the objectives of the differential rates in this Budget, Council has had regard to the strategic objectives set out in the Council Plan to ensure that its objectives for differential rates accord with the strategic objectives set out in the Council Plan.

4.5 General revaluation of properties

The *Valuation of Land Act 1960* is the principal legislation for the determination of property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations annually. Bass Coast Shire Council applies a Capital Improved Valuation (CIV) to all properties within the municipality to take into account the full developed value of the property. This basis of valuation takes into account the total market value of the land, including buildings and other improvements.



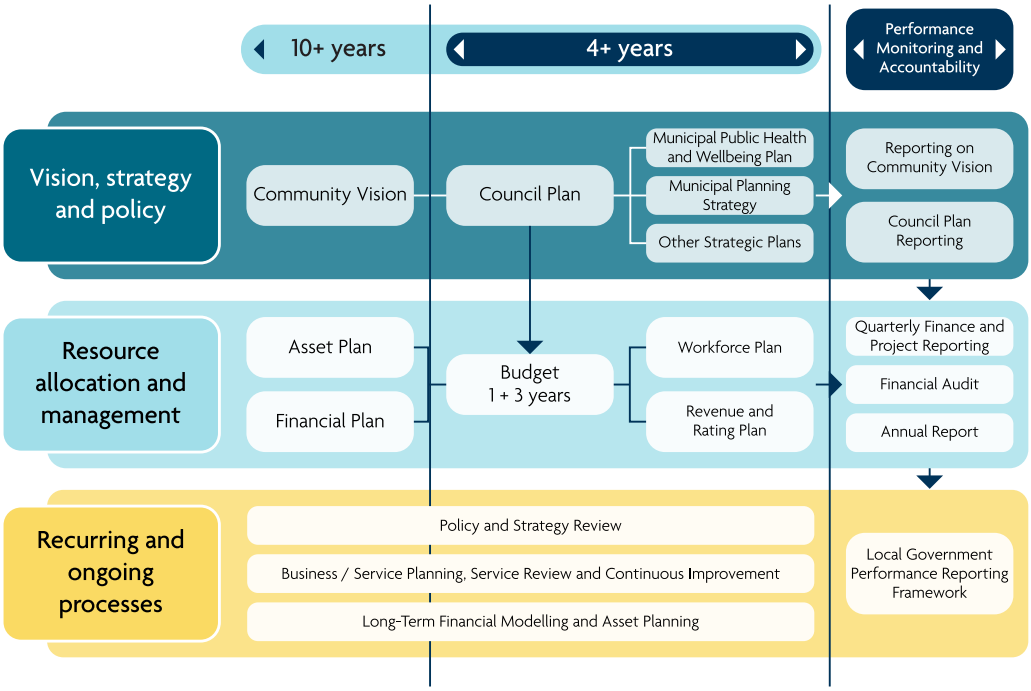
5. Link to the Integrated Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision, Financial Plan and Asset Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

5.1 Planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the Integrated Planning and Reporting Framework that applies to Local Government in Victoria. At each stage of the Integrated Planning and Reporting Framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.

Bass Coast Integrated Planning and Reporting Framework



Source: Department of Government Services

The timing of each component of the Integrated Planning and Reporting Framework is critical to the successful achievement of the planned outcomes.

5.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services or source these through external providers (such as animal management, local roads, food safety and statutory planning), most council services are not legally mandated (including some services closely associated with councils, such as libraries, building permits and sporting facilities). Further, over time, the needs and expectations of communities can change. Therefore, councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works. Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

5.3 Our purpose

Community Vision

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.

Operating Principle

Bass Coast Shire Council is committed to delivering good governance for the benefit and well-being of the local communities and future generations. This involves partnering with the communities to address current needs and be prepared for future challenges. In all that we do, Council is committed to being:

Responsive
Actively engaging with the community, listening with intent, and addressing needs promptly and appropriately.

Efficient
Maximising the impact of our resources by reducing waste and providing highquality, cost-effective services

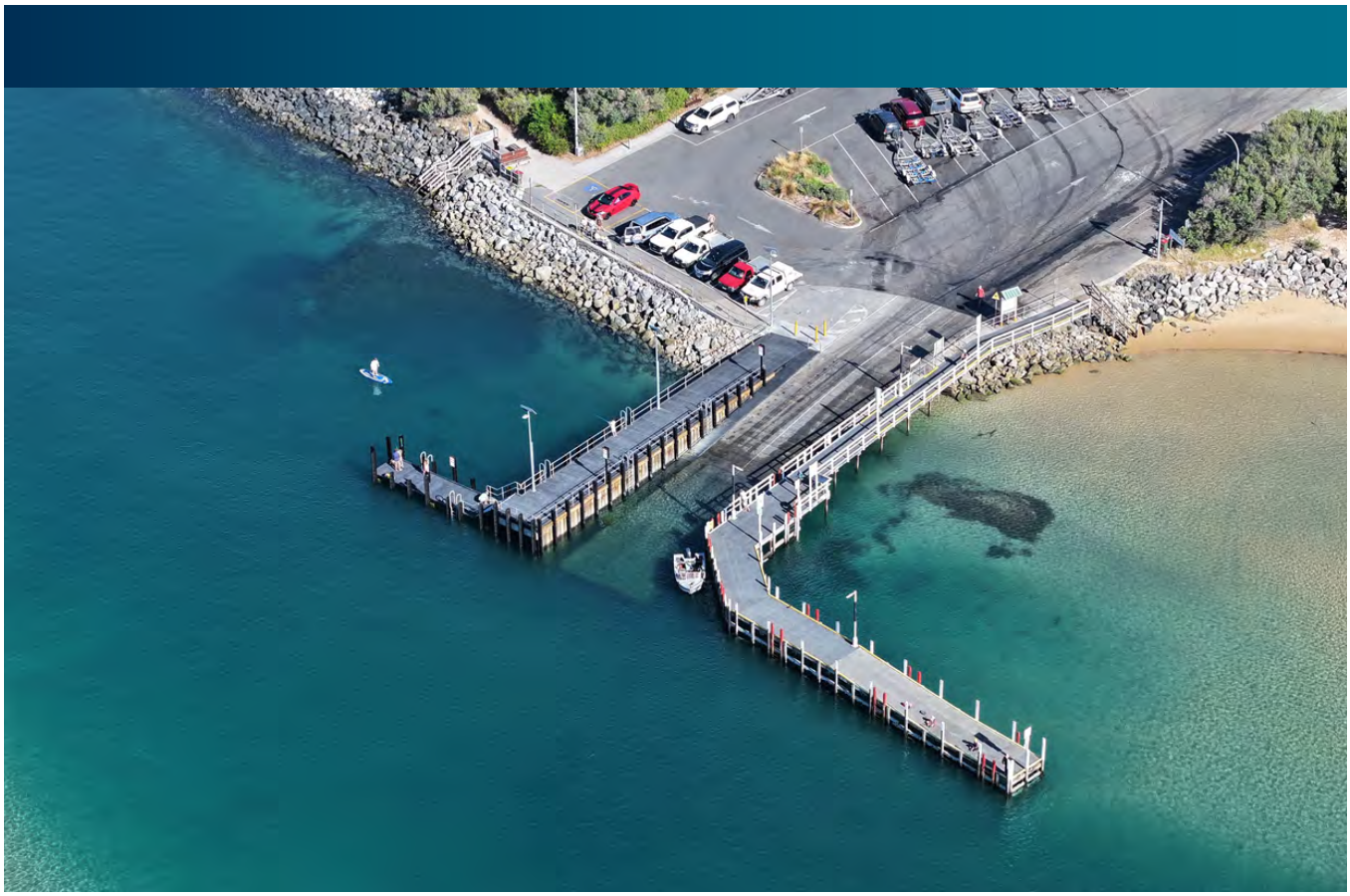
Transparent
Operating with openness, inclusivity, and accountability in all decision-making processes.

Future-focused
Identifying challenges and opportunities, showing strong leadership to foster resilience, support climate adaptation, and make decisions that benefit both current and future generations.

Our values

Bass Coast Shire Council has a clear strength in the bond and affinity between its employees and our community. Employees support the community leadership and governance role of Councillors and work together to achieve the commitments of the Council Plan. Having all Bass Coast Shire Council employees practice the following organisational values enhances the quality of this partnership:

- Accountability
- Passion
- Respect
- Community
- Integrity



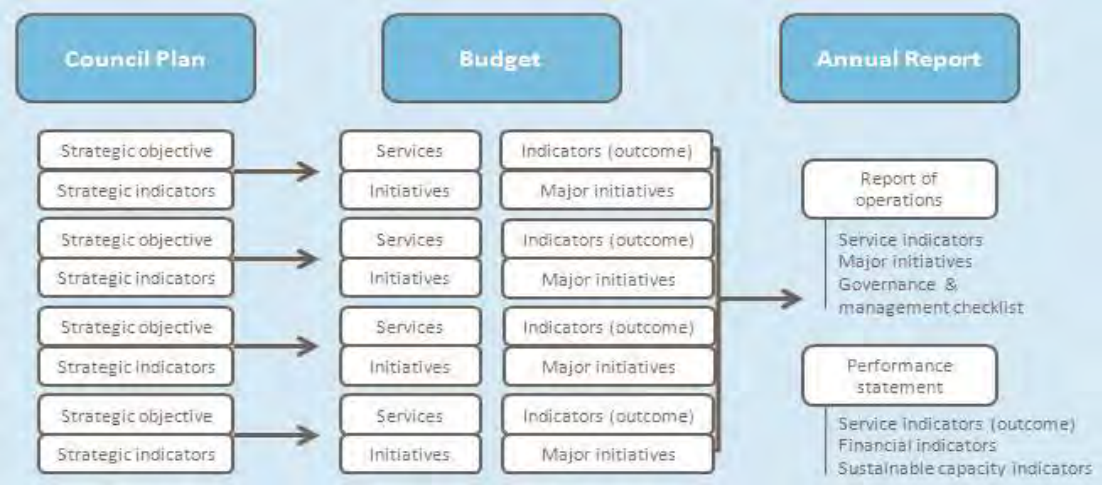
5.4 Strategic Objectives

Council delivers services and major initiatives under 30 major service categories. Each contributes to the achievement of one of the four Strategic Objectives as set out in the Council Plan 2025-2029. The following table lists the four Strategic Objectives as described in the Council Plan. Further detail of services is provided in Section 6.

Strategic Objective		Description
1.	Naturally Beautiful	Together we build resilience and protect and enhance our natural environment.
2.	Thriving Places	Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.
3.	Vibrant Communities	Communities are healthy, inclusive, safe and socially connected. Communities celebrate opportunity, recreation, diversity, heritage and reconciliation.
4.	Visionary Leadership	Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

6. Services and service performance indicators

This section provides a description of the services and major initiatives to be funded in the Budget for the 2026-27 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan 2025-2029. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives and service performance outcome indicators in the Budget and report against them in its Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Government Services



6.1 Strategic Objective 1: Naturally Beautiful

Described below are the services, major initiatives and service performance indicators for each business area to achieve our objective of Naturally Beautiful; Together we build resilience and protect and enhance our natural environment.

Services

Service areas	Description of services provided		2024/25 Actual $'000	2025/26 Forecast $'000	2026/27 Budget $'000
Governance & Leadership	Deliver leadership and management to build resilience and protect and enhance our natural environment.	*Income*	-	-	-
		Expenditure	697	705	639
		Surplus / (Deficit)	(697)	(705)	(639)
Environmental Partnerships	Support environmental partnership relationships and oversee management agreements and projects.	*Income*	2	5	-
		Expenditure	351	380	379
		Surplus / (Deficit)	(349)	(375)	(379)
Environmental Policy & Strategy	Manage environmental strategies and plans.	*Income*	138	32	5
		Expenditure	191	233	141
		Surplus / (Deficit)	(53)	(201)	(136)
Environmental Program Delivery	Manage foreshore and bushland reservices, urban forestry and sustainability programs.	*Income*	97	246	21
		Expenditure	2,495	2,671	1,771
		Surplus / (Deficit)	(2,398)	(2,425)	(1,750)
Resource Recovery & Waste Management	Kerbside bin collection, manage active and closed landfills, operate Transfer Stations, waste education.	*Income*	3,867	3,598	3,742
		Expenditure	15,386	23,145	19,754
		Surplus / (Deficit)	(11,519)	(19,547)	(16,012)
Open Space	Maintain fit for purpose wetlands. Deliver tree planting program.	*Income*	-	-	-
		Expenditure	1,374	1,517	1,556
		Surplus / (Deficit)	(1,374)	(1,517)	(1,556)

6.1 Strategic Objective 1: Naturally Beautiful (continued)

Major Initiatives

1. Deliver the Urban Forestry Strategy planting program
2. Reform the Rural Land Management Program and align to Council Plan objectives, to deliver enhanced biodiversity and natural asset protection that targets high-value conservation work
3. Develop priority actions for the Circular Economy Framework
4. Partner with Bass Coast Landcare Network and Western Port Biosphere Foundation to deliver environmental leadership that promotes biodiversity, waterway health and climate resilience across the region

Service Performance Outcome Indicators

Council Plan Strategic Indicators	Target or desired trend
Increase number of trees within shire townships	Council plant 1500 trees
Community satisfation of waste management	Maintain or increase
Percentage of Council electricity use from renewable sources	100%
Increase native vegetation across the Shire	Council and partners plant 360,000 native plants in the rural landscape

Domain	Indicator	Performance Measure
Environment*	Waste management	Kerbside collection waste to landfill per serviced property
Cost	Waste management	Cost of kerbside waste collection services

* Refer to table at section 6.7 for information on the calculation of Service Performance Outcome Indicators

6.2 Strategic Objective 2: Thriving Places

Described below are the services, major initiatives and service performance indicators for each business area to achieve our objective of Thriving Places; Facilities and infrastructure meet current and future needs. Growth is sustainable and well-planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

Service areas	Description of services provided		2024/25 Actual $'000	2025/26 Forecast $'000	2026/27 Budget $'000
Building & Statutory Planning	Administer and enforce building requirements and regulations. Assess planning permits and other applications, provide land use advice.	*Income*	1,153	1,200	1,201
		Expenditure	2,791	2,601	2,913
		Surplus / (Deficit)	(1,638)	(1,401)	(1,712)
Buildings, Plant & Operations	Maintain Council owned facilities, public amenities and equipment.	*Income*	-	22	79
		Expenditure	3,611	3,954	4,231
		Surplus / (Deficit)	(3,611)	(3,932)	(4,152)
Economic Development	Drive sustainable economic growth by delivering strategic marketing and brand development, supporting local business, and enhancing the region through visitor experience and event development.	*Income*	248	124	117
		Expenditure	1,831	1,793	1,818
		Surplus / (Deficit)	(1,583)	(1,669)	(1,701)
Construction, Civil Design & Assets	Deliver, manage and maintain fit for purpose community infrastructure and assets.	*Income*	92	20	20
		Expenditure	2,476	2,824	2,704
		Surplus / (Deficit)	(2,384)	(2,804)	(2,684)
Development Services	Facilitate quality and functional infrastructure, Ensure development compliance.	*Income*	572	488	571
		Expenditure	1,322	1,377	1,489
		Surplus / (Deficit)	(750)	(889)	(918)
Governance & Leadership	Deliver leadership and management to ensure facilities and infrastructure meet current and future needs; Growth is sustainable and well planned; Our economy, agriculture, tourism and industries are resilient, and our unique character is preserved.	*Income*	-	-	-
		Expenditure	1,895	1,981	1,960
		Surplus / (Deficit)	(1,895)	(1,981)	(1,960)

6.2 Strategic Objective 2: Thriving Places (continued)

Service areas	Description of services provided		Actual $'000	Forecast $'000	Budget $'000
Growth Area Planning	Assess planning permits. Collect and manage developer contributions. Monitor and prioritise the delivery of infrastructure.	*Income*	29	104	25
		Expenditure	1,299	1,238	1,721
		Surplus / (Deficit)	(1,270)	(1,134)	(1,696)
Major Projects	Master planning and advocacy for transformative projects.	*Income*	-	-	-
		Expenditure	123	108	127
		Surplus / (Deficit)	(123)	(108)	(127)
Open Space	Maintain fit for purpose open spaces, tracks and trails, playgrounds and public amenities.	*Income*	96	100	103
		Expenditure	4,371	4,882	5,156
		Surplus / (Deficit)	(4,275)	(4,782)	(5,053)
Property	Oversee Council managed land, including leases and licensing, and purchasing and sales.	*Income*	1,111	1,702	1,310
		Expenditure	744	1,097	697
		Surplus / (Deficit)	367	605	613
Roads & Drainage	Maintain fit for purpose local roads, footpaths and drainage systems.	*Income*	2,910	1,974	2,088
		Expenditure	4,696	4,914	5,200
		Surplus / (Deficit)	(1,786)	(2,940)	(3,112)
Structures	Maintain fit for purpose marine structures, bridges, boardwalks, major culverts, retaining walls, jetties and public artwork.	*Income*	334	40	100
		Expenditure	437	454	681
		Surplus / (Deficit)	(103)	(414)	(581)

Major Initiatives

5. Deliver Invest Bass Coast – a digital investment attraction project
6. Obtain Eco Destination Certification
7. Deliver the 2026-2027 Capital Works Program
8. Amend the Road Management Plan
9. Finalise the Bass Coast Planning Scheme Review
10. Advocate for funding for the delivery of Stage 1 of the Phillip Island Sporting Precinct
11. Finalise delivery of stage 1 of the Cowes Foreshore Precinct Project works
12. Continue Land Use Planning, Partnership Development and Master Planning of the Former Wonthaggi Secondary College Site
13. Progress Detailed Designs for the Bass Coast Aquatic and Leisure Centre (Wonthaggi)
14. Commence a Planning Scheme Amendment to implement priority actions of the Wonthaggi Structure Plan Review
15. Finalise a Planning Scheme Amendment to implement priority actions of the San Remo Structure Plan
16. Finalise background studies for the environmental values mapping across the Shire, including the Western Port Woodlands
17. Develop the Encroachments Policy

6.2 Strategic Objective 2: Thriving Places (continued)

Service Performance Outcome Indicators

Council Plan Strategic Indicators	Target or desired trend
Community satisfaction of sealed roads	Maintain or increase
Percentage of Council's Capital Works Program completed	80%
Renewal Funding Ratio	85-115%
Community satisfaction of recreational facilities	Maintain or increase
Annual total number of visits to leisure centres	Maintain or increase
Community satisfaction of the appearance of public areas	Maintain or increase
Community satisfaction of tourism development	Maintain or increase
Number of business permit applications supported through Council's Business Concierge Program	Maintain or increase

Domain	Indicator	Performance Measure
Environment*	Roads	Sealed local roads below the intervention level
Responsiveness*	Statutory planning	Planning applications decided within the relevant required time

* Refer to table at section 6.7 for information on the calculation of Service Performance Outcome Indicators

6.3 Strategic Objective 3: Vibrant Communities

Described below are the services, major initiatives and service performance indicators for each business area to achieve our objective of Vibrant Communities; Communities are healthy, inclusive, safe and socially connected. Communities celebrate opportunity, recreation, diversity, heritage and reconciliation.

Service areas	Description of services provided		2024/25 Actual $'000	2025/26 Forecast $'000	2026/27 Budget $'000
Arts Culture & Heritage	Deliver vibrant cultural experiences including activating cultural facilities and supporting creative community projects.	*Income*	1,196	1,197	1,143
		Expenditure	2,701	2,737	2,654
		Surplus / (Deficit)	(1,505)	(1,540)	(1,511)
Community Wellbeing	Supports people at every stage of life to build inclusive and connected communities. Promote inclusion, accessibility, and safe, welcoming spaces for all. Manage contracted service of maternal child health, youth services and libraries. Coordinate kindergarten enrolment services and deliver immunisation and community grants.	*Income*	258	335	108
		Expenditure	4,427	4,762	4,726
		Surplus / (Deficit)	(4,169)	(4,427)	(4,618)
Community Safety & Resilience	Administer local laws, domestic animal management, school crossings, parking enforcement, boat ramp operations, environmental health and other regulatory compliance. Lead emergency management response and community safety initiatives.	*Income*	2,177	2,205	2,361
		Expenditure	3,361	3,938	3,909
		Surplus / (Deficit)	(1,184)	(1,733)	(1,548)
Customer & Visitor Experience	Deliver high quality customer service that is welcoming and inclusive.	*Income*	266	286	284
		Expenditure	2,361	2,309	2,389
		Surplus / (Deficit)	(2,095)	(2,023)	(2,105)

6.3 Strategic Objective 3: Vibrant Communities (continued)

Service areas	Description of services provided		Actual $'000	Forecast $'000	Budget $'000
Governance & Leadership	Deliver leadership and management to ensure communities are healthy, inclusive, safe and socially connected; Foster communities that celebrate opportunity, recreation, diversity, heritage and reconciliation.	*Income*	-	-	-
		Expenditure	438	474	187
		Surplus / (Deficit)	(438)	(474)	(187)
Recreation & Leisure	Planning, maintenance and service delivery of recreation facilities, sporting grounds, leisure facilities, projects, programs and strategies.	*Income*	33	54	15
		Expenditure	1,691	1,872	1,776
		Surplus / (Deficit)	(1,658)	(1,818)	(1,761)
Transport & Movement	Transport planning, traffic and road safety, Electric Vehicle (EV) charging, road and drainage upgrade projects.	*Income*	-	6	-
		Expenditure	770	691	924
		Surplus / (Deficit)	(770)	(685)	(924)

6.3 Strategic Objective 3: Vibrant Communities (continued)

Major Initiatives

18. Deliver the Healthy, Safe and Resilience Plan 2025-2029 and Disability Action Plan 2025-2029
19. Deliver the Domestic Animal Management Plan 2026-2029
20. Develop the 2026-2029 Municipal Emergency Management Plan (MEMP) in partnership with Municipal Emergency Management Planning Committee agencies
21. Implement the First Nations Framework and further engage the Bass Coast First Nations Communities in development of inaugural Reconciliation Action Plan.
22. Progress implementation of dinosaur trail masterplan

Service Performance Outcome Indicators

Council Plan Strategic Indicators	Target or desired trend
Youth Services contract KPIs met or exceeded	≥ 85 % of KPIs met or exceeded each year
Community satisfaction with art centres and libraries	Maintain or increase
Community satisfaction with community and cultural activities	Maintain or increase

Domain	Indicator	Performance Measure
Community	Library services	Library membership
Cost	Library services	Cost of library services
Responsiveness	Food safety	Critical and major non-compliance outcome notifications

* Refer to table at section 6.7 for information on the calculation of Service Performance Outcome Indicators

6.4 Strategic Objective 4: Visionary Leadership

Described below are the services, major initiatives and service performance indicators for each business area to achieve our objective of Visionary Leadership; Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

Service areas	Description of services provided		2024/25 Actual $'000	2025/26 Forecast $'000	2026/27 Budget $'000
Communications & Engagement	Provide relevant and accessible information, engage authentically with the community, and advocate for its needs.	*Income*	-	-	-
		Expenditure	903	925	1,236
		Surplus / (Deficit)	(903)	(925)	(1,236)
Corporate Planning and Performance	Provide strategic planning and performance reporting to support organisational goals and compliance.	*Income*	-	-	-
		Expenditure	445	404	467
		Surplus / (Deficit)	(445)	(404)	(467)
Finance, Systems & HR	Manage financial operations, business systems, and strategic procurement. Deliver HR functions including recruitment, workforce planning, employee relations, health, safety and wellbeing and development.	*Income*	3,003	3,017	2,419
		Expenditure	9,961	11,558	12,364
		Surplus / (Deficit)	(6,958)	(8,541)	(9,946)
Governance & Leadership	Deliver governance and leadership for Council, including Councillors and management.	*Income*	67	90	19
		Expenditure	3,470	2,989	2,548
		Surplus / (Deficit)	(3,403)	(2,899)	(2,529)
Governance	Deliver governance for Council, including Council meetings, compliance, Audit and Risk Committee, insurance, risk management and corporate information.	*Income*	-	1	2
		Expenditure	2,191	2,480	2,530
		Surplus / (Deficit)	(2,191)	(2,479)	(2,528)

Major Initiatives

23. Enhance customer experience by improving engagement channels
24. Finalise a review of the Waste Service Charge
25. Deliver a new Council website
26. Deliver the Workforce Plan 2026-2029
27. Actively champion Council's advocacy priorities
28. Deliver sector leading beach safety through partnership

6.4 Strategic Objective 4: Visionary Leadership (continued)

Service Performance Outcome Indicators

Council Plan Strategic Indicators	Target or desired trend
Views on Engage Bass Coast website	Maintain or increase
Responsive customer service	≥ 70% resolution at first contact via customer service
Community satisfaction with customer service	Maintain or increase
Enable more efficient interactions with Council	Increase annually % of digital interactions
Percentage of total income from sources other than rates	Maintain or increase
Community satisfaction with Overall Council direction	Maintain or increase
Community satisfaction with Value for money	Maintain or increase
Community satisfaction with Council decisions	Maintain or increase
Community satisfaction with overall Council performance	Maintain or increase
Community satisfaction with lobbying on behalf of community	Maintain or increase
Community satisfaction with informing community	Maintain or increase

Domain	Indicator	Performance Measure
Governance*	Community engagement	Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions
Governance	Financial decisions	Total unpaid rates and charges

* Refer to table at section 6.7 for information on the calculation of Service Performance Outcome Indicators

6.7 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Community engagement	Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions (community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
	Financial decisions	Total unpaid rates and charges (total unpaid rates and charges and unpaid interest on rates and charges for all financial years as a percentage of all rates and charges for the financial year)	[Sum of unpaid rates and charges and unpaid interest on rates and charges for all financial years / Sum of all rates and charges for the financial year] x100
Community	Library services	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
Environment	Roads	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
	Waste management	Kerbside collection waste to landfill per serviced property (amount of waste collected from kerbside waste collection services that is sent to landfill per serviced property)	Amount of waste in tonnes (t) collected from kerbside waste collection services that is sent to landfill / Number of serviced properties

6.7 Service Performance Outcome Indicators (continued)

Service	Indicator	Performance Measure	Computation
Responsiveness	Food safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
	Statutory planning	Planning applications decided within the relevant required time (percentage of regular and VicSmart planning application decisions made within the relevant required time)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Cost	Library services	Cost of library services (direct cost of library services per head of population)	Direct cost of library services / Population
	Waste management	Cost of kerbside waste collection services (direct cost of kerbside waste collection services per serviced property)	Direct cost of kerbside waste collection services / Number of serviced properties

6.8 Performance Statement

Any service performance indicators detailed in the preceding pages will be reported on in the Performance Statement which is prepared at the end of the year as required by Section 98 of the Act and included in the 2026-27 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial management and financial forecasting (outlined in Section 9.3). Some of these prescribed indicators are not included in this Budget report. The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The Major Initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the Report of Operations.

6.9 Reconciliation with budgeted operating result

Strategic Objectives	Surplus/ (Deficit) $'000	Expenditure $'000	Income / Revenue $'000
Naturally Beautiful	(20,472)	24,240	3,768
Thriving Places	(23,083)	28,697	5,614
Vibrant Communities	(12,654)	16,565	3,911
Visionary Leadership	(16,705)	19,145	2,440
Total	(72,914)	88,647	15,733

Expenses added in:	
Depreciation & Amortisation	29,993
Borrowing Costs	887
Finance costs - leases	46
Other expenses/Adjustments	45
Landfill Provision Amounts Used	(514)
Deficit before funding sources	(103,371)
Funding sources added in	
Rates & charges	85,205
General Purpose Financial Assistance Grant	7,331
Capital Grants	6,771
Capital Contributions	1,086
Total funding sources	100,393
Operating surplus/(deficit) for the year	(2,978)

7. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The Budget information for the year 2026-27 has been supplemented with projections to 2029-30.

This section includes financial statements in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020* .

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statement may not equate due to rounding.

7.1 Comprehensive Income Statement

For the four years ending 30 June 2030

	NOTE	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Projections 2027/28 $'000	Projections 2028/29 $'000	Projections 2029/30 $'000
Income / Revenue						
Rates and charges	8.1.1	81,314	85,205	89,021	92,878	96,911
Statutory fees and fines	8.1.2	3,431	3,858	3,994	4,135	4,281
User fees	8.1.3	6,423	6,214	6,433	6,660	6,895
Grants - operating	8.1.4	10,186	9,873	9,944	10,192	10,447
Grants - capital	8.1.4	14,409	6,771	4,202	8,567	15,522
Contributions - monetary	8.1.5	717	1,308	1,113	798	694
Net gain (or loss) on disposal of property, infrastructure, plant and equipment		64	-	-	-	-
Other income	8.1.6	3,509	2,897	2,591	2,644	2,546
Total income / revenue		**120,053**	**116,126**	**117,297**	**125,874**	**137,295**
Expenses						
Employee costs	8.1.7	39,226	40,665	42,029	43,723	45,485
Materials and services	8.1.8	46,643	43,648	42,497	43,828	44,847
Depreciation	8.1.9	28,607	29,288	31,896	35,212	36,613
Amortisation - intangible assets		350	357	365	372	379
Depreciation - right of use		371	347	321	333	345
Allowance for impairment		47	14	10	10	10
Borrowing costs	8.2.1	1,096	887	778	724	1,050
Finance costs - leases		46	46	56	48	39
Other expenses	8.1.10	4,910	3,851	3,983	4,122	4,268
Total expenses		**121,296**	**119,104**	**121,934**	**128,372**	**133,036**
Surplus/(deficit) for the year		**(1,243)**	**(2,978)**	**(4,637)**	**(2,498)**	**4,260**
Total comprehensive result		**(1,243)**	**(2,978)**	**(4,637)**	**(2,498)**	**4,260**

7.2 Balance Sheet

For the four years ending 30 June 2030

	NOTE	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Projections 2027/28 $'000	2028/29 $'000	2029/30 $'000
Assets						
Cash and cash equivalents		25,201	17,772	11,224	13,912	12,308
Trade and other receivables		11,955	10,009	10,103	10,887	11,958
Other financial assets		27,776	27,776	27,776	27,776	27,776
Inventories		55	55	55	55	55
Other assets		1,346	1,363	1,381	1,399	1,418
Total current assets		**66,333**	**56,975**	**50,539**	**54,029**	**53,514**
Non-current assets						
Property, infrastructure, plant & equipment		1,351,717	1,351,502	1,349,431	1,349,190	1,360,979
Right-of-use assets		775	1,781	1,524	1,248	949
Intangible assets		2,518	4,832	4,964	4,592	4,213
Total non-current assets		**1,355,010**	**1,358,114**	**1,355,920**	**1,355,030**	**1,366,141**
Total assets		**1,421,343**	**1,415,090**	**1,406,459**	**1,409,060**	**1,419,655**
Liabilities						
Current liabilities						
Trade and other payables		9,666	7,628	7,627	7,920	8,170
Trust funds and deposits		2,379	2,427	2,475	2,525	2,575
Contract and other liabilities		16,590	16,590	16,590	16,590	16,590
Provisions		11,023	9,213	9,111	10,182	9,102
Interest-bearing liabilities	8.2.1	5,012	5,050	2,288	2,979	3,416
Lease liabilities	8.2.2	342	291	312	333	356
Total current liabilities		**45,012**	**41,199**	**38,402**	**40,529**	**40,210**
Non-current liabilities						
Provisions		12,146	15,090	15,246	13,834	13,502
Interest-bearing liabilities	8.2.1	19,105	15,635	14,540	19,213	26,522
Lease liabilities	8.2.2	460	1,524	1,265	977	654
Total non-current liabilities		**31,711**	**32,249**	**31,052**	**34,023**	**40,678**
Total liabilities		**76,723**	**73,448**	**69,453**	**74,552**	**80,888**
Net assets		**1,344,620**	**1,341,642**	**1,337,005**	**1,334,508**	**1,338,767**
Equity						
Accumulated surplus		379,962	382,814	384,218	378,232	381,895
Reserves		964,658	958,828	952,787	956,275	956,872
Total equity		**1,344,620**	**1,341,642**	**1,337,005**	**1,334,508**	**1,338,767**

7.3 Statement of Changes in Equity

For the four years ending 30 June 2030

	NOTE	Total $'000	Accumulated Surplus $'000	Revaluation Reserve $'000	Other Reserves $'000
2026 Forecast Actual					
Balance at beginning of the financial year		1,345,863	368,487	930,596	46,780
Surplus/(deficit) for the year		(1,243)	(1,243)	-	-
Net asset revaluation gain		-	-	-	-
Transfers to other reserves		-	(5,653)	-	5,653
Transfers from other reserves		-	18,370	-	(18,370)
Balance at end of the financial year		**1,344,620**	**379,961**	**930,596**	**34,063**
2027 Budget					
Balance at beginning of the financial year		1,344,620	379,961	930,596	34,063
Surplus/(deficit) for the year		(2,978)	(2,978)	-	-
Net asset revaluation gain		-	-	-	-
Transfers to other reserves	8.3.1	-	(2,075)	-	2,075
Transfers from other reserves	8.3.1	-	7,905	-	(7,905)
Balance at end of the financial year		**1,341,642**	**382,813**	**930,596**	**28,233**
2028					
Balance at beginning of the financial year		1,341,642	382,813	930,596	28,233
Surplus/(deficit) for the year		(4,637)	(4,637)	-	-
Net asset revaluation gain		-	-	-	-
Transfers to other reserves		-	(709)	-	709
Transfers from other reserves		-	6,749	-	(6,749)
Balance at end of the financial year		**1,337,005**	**384,217**	**930,596**	**22,192**
2029					
Balance at beginning of the financial year		1,337,005	384,217	930,596	22,192
Surplus/(deficit) for the year		(2,498)	(2,498)	-	-
Net asset revaluation gain		-	-	-	-
Transfers to other reserves		-	(4,460)	-	4,460
Transfers from other reserves		-	972	-	(972)
Balance at end of the financial year		**1,334,508**	**378,231**	**930,596**	**25,680**
2030					
Balance at beginning of the financial year		1,334,508	378,231	930,596	25,680
Surplus/(deficit) for the year		4,260	4,260	-	-
Net asset revaluation gain		-	-	-	-
Transfers to other reserves		-	(3,579)	-	3,579
Transfers from other reserves		-	2,983	-	(2,983)
Balance at end of the financial year		**1,338,767**	**381,894**	**930,596**	**26,277**

7.4 Statement of Cash Flows

For the four years ending 30 June 2030

	Forecast Actual 2025/26	Budget 2026/27	Projections 2027/28	2028/29	2029/30
NOTE	$'000	$'000	$'000	$'000	$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities					
Rates and charges	85,116	85,714	88,275	92,081	96,108
Statutory fees and fines	3,430	4,291	4,382	4,534	4,695
User fees	6,189	6,911	7,057	7,303	7,562
Grants - operating	9,715	9,983	9,939	10,169	10,425
Grants - capital	13,707	6,846	4,414	8,207	14,950
Interest received	2,303	1,817	1,541	1,568	1,443
Trust funds and deposits taken	87	48	49	50	50
Other receipts	2,817	3,140	2,889	2,588	2,497
Net GST refund / payment	5,866	6,904	6,218	6,812	8,176
Employee costs	(37,497)	(41,566)	(41,934)	(43,582)	(45,348)
Materials and services	(50,896)	(48,214)	(45,488)	(46,764)	(49,482)
Other payments	(7,313)	(6,617)	(6,087)	(6,078)	(5,752)
Net cash provided by/(used in) operating activities	**33,524**	**29,256**	**31,253**	**36,888**	**45,325**
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(35,456)	(32,470)	(33,289)	(38,999)	(53,865)
Proceeds from sale of property, infrastructure, plant and equipment	683	490	481	531	623
Proceeds/(Payments) from/for Financial Assets	3,664	-	-	-	-
Net cash provided by/ (used in) investing activities	**(31,109)**	**(31,980)**	**(32,808)**	**(38,468)**	**(53,242)**
Cash flows from financing activities					
Finance costs	(1,096)	(887)	(778)	(724)	(1,050)
Proceeds from borrowings	2,000	1,340	1,200	7,700	10,750
Repayment of borrowings	(7,138)	(4,771)	(5,058)	(2,336)	(3,004)
Interest paid - lease liability	(46)	(46)	(56)	(48)	(39)
Repayment of lease liabilities	(365)	(340)	(302)	(323)	(346)
Net cash provided by/(used in) financing activities	**(6,645)**	**(4,705)**	**(4,994)**	**4,269**	**6,312**
Net increase/(decrease) in cash & cash equivalents	(4,230)	(7,429)	(6,548)	2,688	(1,604)
Cash and cash equivalents at the beginning of the financial year	29,431	25,201	17,772	11,224	13,912
Cash and cash equivalents at the end of year	**25,201**	**17,772**	**11,224**	**13,912**	**12,308**

7.5 Statement of Capital Works

For the four years ending 30 June 2030

	NOTE	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Projections 2027/28 $'000	2028/29 $'000	2029/30 $'000
Property						
Land improvements		10,001	7,678	4,641	6,485	5,636
Total land		**10,001**	**7,678**	**4,641**	**6,485**	**5,636**
Buildings		6,943	5,672	4,999	14,966	28,284
Total buildings		**6,943**	**5,672**	**4,999**	**14,966**	**28,284**
Total property		**16,944**	**13,350**	**9,640**	**21,451**	**33,920**
Plant and equipment						
Plant, machinery and equipment		3,657	1,480	1,520	1,450	1,430
Computers and telecommunications		700	768	660	660	660
Other infrastructure		-	-	104	-	109
Total plant and equipment		**4,357**	**2,248**	**2,284**	**2,110**	**2,199**
Infrastructure						
Roads		7,966	6,818	5,859	6,315	6,619
Bridges		953	1,760	2,000	2,000	2,100
Footpaths and cycleways		3,316	2,097	2,247	1,706	636
Drainage		1,494	970	1,070	1,000	1,270
Waste management		426	2,274	7,163	872	2,224
Total infrastructure		**14,155**	**13,919**	**18,339**	**11,893**	**12,849**
Total capital works expenditure	8.4.1	**35,456**	**29,518**	**30,263**	**35,454**	**48,968**
Represented by:						
New asset expenditure		12,595	7,500	8,780	14,607	25,959
Asset renewal expenditure		17,706	15,369	16,666	16,636	18,064
Asset expansion expenditure		577	1,185	2,397	240	1,575
Asset upgrade expenditure		4,578	5,464	2,420	3,971	3,370
Total capital works expenditure	8.4.1	**35,456**	**29,518**	**30,263**	**35,454**	**48,968**
Funding sources represented by:						
Grants		14,409	6,771	4,202	8,567	15,522
Contributions		400	1,086	885	565	455
Council cash		17,722	20,321	23,975	18,622	22,241
Borrowings		2,925	1,340	1,200	7,700	10,750
Total capital works expenditure	8.4.1	**35,456**	**29,518**	**30,263**	**35,454**	**48,968**

7.6 Funding Statement

For the four years ending 30 June 2030

	NOTE	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	2027/28 $'000	Projections 2028/29 $'000	2029/30 $'000
Revenue						
Rates and charges		81,313	85,205	89,021	92,878	96,911
Statutory fees and fines		3,431	3,858	3,994	4,135	4,281
User fees		6,423	6,214	6,433	6,660	6,895
Grants - operating		10,187	9,873	9,944	10,192	10,447
Contributions - monetary		317	222	228	233	239
Interest revenue		2,299	1,817	1,541	1,568	1,443
Other income		1,210	1,080	1,050	1,076	1,103
Total revenue		**105,180**	**108,269**	**112,210**	**116,742**	**121,318**
Proceeds						
Sale of assets		683	445	438	483	567
Total proceeds		**683**	**445**	**438**	**483**	**567**
Expenses						
Employee costs		(39,226)	(40,665)	(42,029)	(43,723)	(45,485)
Materials and services		(46,643)	(43,648)	(42,322)	(43,376)	(44,264)
Borrowing costs		(1,096)	(887)	(778)	(724)	(1,050)
Interest on leases		(46)	(46)	(56)	(48)	(39)
Other expenses		(4,940)	(3,865)	(4,168)	(4,585)	(4,861)
Total expenses		**(91,951)**	**(89,111)**	**(89,353)**	**(92,455)**	**(95,698)**
Reserve fund movements						
Transfers from/(to) reserves		12,717	5,830	6,041	(3,488)	(596)
Net reserve movements		**12,717**	**5,830**	**6,041**	**(3,488)**	**(596)**
Capital expenditure and income						
Grants - capital		14,409	6,771	4,202	8,567	15,522
Contributions - monetary		400	1,086	885	565	455
Repayment of borrowings		(7,138)	(4,771)	(5,058)	(2,336)	(3,004)
Repayment of lease liabilities		(365)	(340)	(302)	(323)	(346)
New loans		2,000	1,340	1,200	7,700	10,750
Capital works		(35,456)	(29,518)	(30,263)	(35,454)	(48,968)
Net capital works and income		**(26,150)**	**(25,433)**	**(29,335)**	**(21,281)**	**(25,590)**
Surplus/(deficit)		**479**	**-**	**-**	**-**	**-**

7.7 Statement of Human Resources

For the four years ending 30 June 2030

	Forecast Actual	Budget	Projections		
	2025/26 $'000	2026/27 $'000	2027/28 $'000	2028/29 $'000	2029/30 $'000
Employee Expenditure					
Employee costs - operating	39,226	40,665	42,029	43,723	45,485
Employee costs - capital	1,374	1,926	1,990	2,070	2,154
Total employee expenditure	**40,600**	**42,591**	**44,019**	**45,793**	**47,639**
Employee numbers					
Employee	346.5	351.5	351.7	355.7	359.7
Total employee numbers	**346.5**	**351.5**	**351.7**	**355.7**	**359.7**

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Division	Budget	Comprises			
		Permanent		Casual	Temporary
	2026/27 $'000	Full time $'000	Part time $'000	$'000	$'000
Chief Executive Office	520	520	-	-	-
Community and Culture	16,861	13,799	2,473	458	132
Future Places	12,957	11,639	1,318	-	-
Innovation and Engagement	12,167	9,897	2,086	-	184
Total permanent employee expenditure	**42,505**				
Other employee related expenditure	86				
Capitalised labour costs	(1,926)				
Total expenditure	**40,665**				

A summary of the number of full time equivalent (FTE) Council employees in relation to the above expenditure is included below:

Division	Budget	Comprises			
		Permanent		Casual	Temporary
	2026/27	Full Time	Part time		
Chief Executive Office	2.0	2.0	-	-	-
Community and Culture	150.1	121.0	27.1	-	2.0
Future Places	96.8	84.0	12.8	-	-
Innovation and Engagement	102.6	79.0	21.8	-	1.8
Total staff	**351.5**	**286.0**	**61.7**	**-**	**3.8**

7.8 Human Resources by Gender

Summary of Planned Human Resources Expenditure
For the four years ending 30 June 2030

	2026/27 $'000	2027/28 $'000	2028/29 $'000	2029/30 $'000
Chief Executive Office				
Permanent - Full time	520	535	551	568
Women	147	151	156	160
Men	373	384	396	407
Total Chief Executive Office	**520**	**535**	**551**	**568**
Community and Culture				
Permanent - Full time	13,799	14,359	14,941	15,546
Women	4,640	4,853	5,050	5,254
Men	8,895	9,232	9,605	9,995
Persons of self-described gender	88	92	95	99
Vacant positions	176	183	190	198
Permanent - Part time	2,473	2,567	2,670	2,779
Women	1,217	1,263	1,314	1,368
Men	1,194	1,239	1,289	1,341
Vacant positions	62	65	67	70
Total Community and Culture	**16,272**	**16,926**	**17,611**	**18,325**
Future Places				
Permanent - Full time	11,639	12,156	12,648	13,160
Women	3,747	3,964	4,125	4,292
Men	7,259	7,534	7,839	8,157
Vacant positions	633	657	684	712
Permanent - Part time	1,318	1,368	1,423	1,481
Women	929	964	1,003	1,044
Men	332	345	359	374
Vacant positions	56	58	61	63
Total Future Places	**12,957**	**13,523**	**14,071**	**14,641**
Innovation and Engagement				
Permanent - Full time	9,897	10,310	10,727	11,162
Women	6,701	6,955	7,237	7,530
Men	2,676	2,816	2,930	3,048
Vacant positions	519	539	561	584
Permanent - Part time	2,086	2,165	2,252	2,344
Women	1,720	1,785	1,857	1,932
Men	77	79	83	86
Vacant positions	289	300	313	325
Total Innovation and Engagement	**11,983**	**12,474**	**12,980**	**13,505**
Casuals, temporary and other expenditure	859	561	580	600
Capitalised labour costs	**(1,926)**	**(1,990)**	**(2,070)**	**(2,154)**
Total staff expenditure	**40,665**	**42,029**	**43,723**	**45,485**

7.8 Human Resources by Gender (continued)

	2026/27 FTE	2027/28 FTE	2028/29 FTE	2029/30 FTE
Chief Executive Office				
Permanent - Full time	2.0	2.0	2.0	2.0
Women	1.0	1.0	1.0	1.0
Men	1.0	1.0	1.0	1.0
Total Chief Executive Office	**2.0**	**2.0**	**2.0**	**2.0**
Community and Culture				
Permanent - Full time	121.0	122.0	123.0	124.0
Women	37.0	38.0	39.0	40.0
Men	83.0	83.0	83.0	83.0
Persons of self-described gender	1.0	1.0	1.0	1.0
Vacant positions	0.0	0.0	0.0	0.0
Permanent - Part time	27.1	27.1	27.1	27.1
Women	12.5	12.5	12.5	12.5
Men	12.7	12.7	12.7	12.7
Vacant positions	1.9	1.9	1.9	1.9
Total Community and Culture	**148.1**	**149.1**	**150.1**	**151.1**
Future Places				
Permanent - Full time	84.0	86.0	88.0	90.0
Women	27.0	29.0	31.0	33.0
Men	50.0	50.0	50.0	50.0
Vacant positions	7.0	7.0	7.0	7.0
Permanent - Part time	12.8	12.8	12.8	12.8
Women	8.9	8.9	8.9	8.9
Men	2.6	2.6	2.6	2.6
Vacant positions	1.4	1.4	1.4	1.4
Total Future Places	**96.8**	**98.8**	**100.8**	**102.8**
Innovation and Engagement				
Permanent - Full time	79.0	80.0	81.0	82.0
Women	52.0	52.0	52.0	52.0
Men	19.0	20.0	21.0	22.0
Vacant positions	8.0	8.0	8.0	8.0
Permanent - Part time	21.8	21.8	21.8	21.8
Women	16.4	16.4	16.4	16.4
Men	0.6	0.6	0.6	0.6
Vacant positions	4.8	4.8	4.8	4.8
Total Innovation and Engagement	**100.8**	**101.8**	**102.8**	**103.8**
Casuals and temporary employees	3.8	0.0	0.0	0.0
Capitalised labour*	*16*	*16*	*16*	*16*
Total employee numbers	**351.5**	**351.7**	**355.7**	**359.7**

*this does not have any impact on total employee numbers

8. Notes to the financial statements

8.1 Comprehensive Income Statement

8.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2026-27 the FGRS cap has been set at 2.75%. The cap applies to general rates and is calculated on the basis of Council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 2.75% in line with the rate cap.

This will raise total rates and charges for 2026-27 to $85,205,000.

8.1.1(a) Reconciliation of total rates and charges

The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
General rates*	61,604	63,717	2,113	3.4%
Service rates and charges	18,971	20,517	1,546	8.1%
Supplementary rates and rate adjustments	395	504	109	27.6%
Interest on rates and charges	261	435	174	66.7%
Revenue in lieu of rates	36	32	(4)	(11.1%)
Total rates and charges	**81,267**	**85,205**	**3,938**	**4.8%**

*These items are subject to the rate cap established under the FGRS

8.1.1(b) Rate in the dollar to be levied as general rates

The rate in the dollar to be levied as general rates under section 158 of the *Local Government Act 1989* for each type or class of land compared with the previous financial year

General rate for rateable properties	2025/26 Cents / $ CIV	2026/27 Cents / $ CIV	Change %
Residential	0.231210	0.239195	3.5%
Farm	0.184960	0.155477	(15.9%)
Commercial	0.231210	0.239195	3.5%
Industrial	0.231210	0.239195	3.5%
Vacant Land	0.346820	0.478390	37.9%
Recreational	0.138726	0.143517	3.5%

These rate calculations are subject to change following the finalisation of the valuation by the Valuer General Victoria.

8.1.1(c) Estimated total amount to be raised by general rates

The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year:

Type or class of land	2025/26 $'000	2026/27 $'000	Change $'000	Change %
Residential	50,082	51,308	1,226	2.4%
Farm	3,978	3,328	(650)	(16.3%)
Commercial	2,156	2,369	213	9.9%
Industrial	684	732	48	7.0%
Vacant Land	4,665	5,941	1,276	27.4%
Recreational	38	39	1	2.0%
Total amount to be raised by general	**61,604**	**63,717**	**2,113**	**3.4%**

8.1.1(d) Number of assessments

The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year:

Type or class of land	2025/26 Number	2026/27 Number	Change Number	Change %
Residential	29,636	29,941	305	1.0%
Farm	1,002	1,015	13	1.3%
Commercial	930	931	1	0.1%
Industrial	460	478	18	3.9%
Vacant Land	2,619	2,476	(143)	(5.5%)
Recreational	20	20	-	0.0%
Total number of assessments	**34,667**	**34,861**	**194**	**0.6%**

8.1.1(e) Basis of valuation

The basis of valuation to be used is the Capital Improved Value (CIV).

8.1.1(f) Estimated total value of land

Type or class of land	2025/26 $'000	2026/27 $'000	Change $'000	Change %
Residential	21,657,630	21,450,170	(207,460)	(1.0%)
Farm	2,150,245	2,140,685	(9,560)	(0.4%)
Commercial	964,180	990,300	26,120	2.7%
Industrial	272,185	306,128	33,943	12.5%
Vacant Land	1,342,189	1,241,976	(100,213)	(7.5%)
Recreational	27,560	27,180	(380)	(1.4%)
Total value of land	**26,413,989**	**26,156,439**	**(257,550)**	**(1.0%)**

8.1.1(g) Rate or unit amount to be levied

The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the *Local Government Act 1989* compared with the previous financial year and detailed disclosure of the actual services rendered for the amount levied:

Type of Charge	2025/26 $	2026/27 $	Change $	Change %
Waste charge - 240 Litre organics - 240 litre recycle - 120 litre landfill	618.00	681.73	63.73	10.3%
Waste charge - with 20% Pensioner Rebate	618.00	544.92	- 73.08	(11.8%)
Additional recycling 240 litre bin	128.00	141.20	13.20	10.3%
Additional recycling 240 litre bin - commercial	128.00	141.20	13.20	10.3%
Additional organics 240 litre bin	161.00	177.60	16.60	10.3%
Additional organics 240 litre bin - commercial	161.00	177.60	16.60	10.3%
Additional landfill 120 litre bin	160.00	176.50	16.50	10.3%
Additional landfill 120 litre bin - commercial	161.50	178.20	16.70	10.3%
Additional landfill 240 litre bin	283.00	312.20	29.20	10.3%
Additional landfill 240 litre bin - commercial	286.50	316.00	29.50	10.3%
Upsized landfill bin (120 litre to 240 litre)	123.60	136.35	12.75	10.3%
Upsized landfill bin with a medical exemption	-	-	-	0.0%

8.1.1(h) Estimated total amount to be raised

The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year:

Type of Charge	2025/26	2026/27	Change	Change
	$	$	$	%
Waste	18,926,164	20,517,055	1,590,891	8.4%
Total service rates and charges	**18,926,164**	**20,517,055**	**1,590,891**	**8.4%**

8.1.1(i) Estimated total amount to be raised by supplementary charges

The estimated total amount to be raised by supplementary charges compared with the previous financial year:

Type of Charge	2025/26	2026/27	Change	Change
	$	$	$	%
Supplementary rates	600,000	400,000	(200,000)	(33.3%)
Supplementary Waste charges	120,000	104,000	(16,000)	(13.3%)
Total supplementary rates and charges	**720,000**	**504,000**	**(216,000)**	**(30.0%)**

8.1.1(j) Estimated total amount to be raised by all rates and charges

The estimated total amount to be raised by all rates and charges compared with the previous financial year:

Type of Charge	2025/26	2026/27	Change	Change
	$	$	$	%
General rates	61,603,510	63,717,451	2,113,941	3.4%
Waste management charge	18,926,164	20,517,055	1,590,891	8.4%
Supplementary rates	720,000	504,000	(216,000)	(30.0%)
Revenue in lieu of rates	35,000	32,000	(3,000)	(8.6%)
Total rates and charges	**81,284,674**	**84,770,506**	**3,485,832**	**4.3%**

Revenue in lieu of rates comprises charges under the *Electricity Industries Act 2000 s94(4)* .

8.1.1(k) Fair Go Rates System Compliance

Bass Coast Shire Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the Budget assumptions consistent with the requirements of the Fair Go Rates System:

	2025/26	2026/27
Total rates	$ 59,813,388	$ 62,014,362
Number of rateable properties	34,667	34,861
Base average rate	$ 1,725	$ 1,779
Maximum rate increase (set by Government)	3.00%	2.75%
Capped average rate	$ 1,777	$ 1,828
Maximum general rates	$ 61,607,790	$ 63,719,757
Budget general rates	$ 61,603,510	$ 63,717,451
Budgeted supplementary rates	$ 720,000	$ 504,000
Budgeted total rates	$ 62,323,510	$ 64,221,451

8.1.1(l) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2026-27: estimated $400,000 and 2025-26: $600,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes in use of land such that rateable land becomes non-rateable land and vice versa
- Changes in use of land such that residential land becomes business land and vice versa.

8.1.1(m) Differential rates

Council has applied the differential rates system in calculating the general rate percentage in the dollar of CIV for rateable properties in Bass Coast.

The objective of differential rating is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets
- Development and provision of health and community services
- Provision of general Council operations and support services.

The level of the differential rates is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

Council has considered the *'Ministerial Guidelines for Differential Rating'* issued by the Minister for Local Government. These guidelines seek to ensure that when using differential rating Council consider the following:

- Council rates are a tax and hence good practice taxation principles should be applied in determining the application of differential rates
- Ensure that differential rating categories have regard to the strategic objectives set out in the Council Plan
- How the use of the differential rating contributes to the equitable and efficient carrying out of Council's functions compared to the use of a uniform rate.

8.1.1(n) Differential rates to be levied

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 100% (0.239195 cents in the dollar) of CIV for all rateable residential, commercial and industrial properties.
- A general rate of 65% (0.155477 cents in the dollar) of CIV for all rateable farm properties.
- A general rate of 200% (0.47839 cents in the dollar) of CIV for all rateable vacant land from all categories.
- A general rate of 60% (0.143517 cents in the dollar) of CIV for all rateable recreational and cultural properties.

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant rate in the dollar as listed above.

Details of the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

8.1.1(o) Residential land

Residential land is any land excluding vacant land, which is:

- Not zoned for farming, commercial, industrial or recreational uses; and,
- Is not developed with public housing.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The geographic location of the land within this differential rate is where it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

The characteristics of planning scheme zoning are applicable to the determination of vacant land, which will be subject to the rate applicable to vacant land. The classification of land which is improved will be determined by the occupation of that land, and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings already on the land or which will be constructed prior to the expiry of the 2026-27 financial year.

8.1.1(p) Commercial land

Commercial land is any land which is:

- Occupied for the principal purpose of carrying out the manufacture, production of, or trade in, goods or services; and,
- Not zoned for residential, farm, industrial, public housing or recreational uses.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above with the additional basis of contributing towards economic development and tourism.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

The characteristics of planning scheme zoning are applicable to the determination of vacant land, which will be subject to the rate applicable to vacant land. The classification of land which is improved will be determined by the occupation of that land, and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the 2026-27 financial year.

8.1.1(q) Industrial land

Industrial land is any land which is:

- Primarily used for industrial purposes and is zoned for that use; and,
- Does not have the characteristics of residential, farm, commercial, vacant public housing or recreational

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above with the additional basis of contributing towards economic development.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to vacant land. The classification of land which is improved will be determined by the occupation of that land, and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the 2026-27 financial year.

8.1.1(r) Farm land

Farm land is any land which is:

- Defined as "farm land" in Section 2 of the *Valuation of Land Act 1960* ;
- Zoned to allow for the land to be used for rural and/or farming purposes; and,
- May contain buildings used as a residence and for farming purposes, and also comprises land with no buildings.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above with the additional basis that such properties provide broader environmental benefits to the wider community through activities such as removal of noxious weeds, retention of native vegetation and undertake management of water quality and riparian zones on waterways and in recognition of the visual amenity and resulting economic benefits to the wider community.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The characteristics of planning scheme zoning are applicable to the determination of vacant land, which will be subject to the rate applicable to vacant land. The classification of land which is improved will be determined by the occupation of that land, and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the 2026-27 financial year.

8.1.1(s) Vacant land

Vacant land is any land which is:

- Considered vacant in that it has no buildings or dwellings constructed on it prior to the expiry of the 2025-26 financial year; and,
- May include land zoned as residential, commercial, industrial or rural residential.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above with the additional basis of promoting responsible land management through appropriate maintenance and development of the land and ensuring that the foregone community and economic development resulting from underutilisation of land is minimised.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to vacant land. The classification of land which is improved will be determined by the occupation of that land, and have reference to the planning scheme zoning.

8.1.1(t) Recreational land

Recreational Land is any land that has the characteristics of 'recreational lands' as defined by section 2 of the *Cultural and Recreational Lands Act 1963* .

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above with the additional basis that the land and facilities contribute towards the enjoyment of residents of and visitors to the municipal district.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to vacant land. The classification of land which is improved will be determined by the occupation of that land, and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the 2026-27 financial year.

8.1.2 Statutory fees and fines

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Infringements and costs	422	409	(13)	(3.1%)
Town planning fees	288	440	152	52.9%
Land information certificates	90	90	0	0.5%
Permits	2,631	2,919	287	10.9%
Total statutory fees and fines	**3,431**	**3,858**	**427**	**12.4%**

8.1.3 User Fees

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Aged and health services	4	10	6	131.1%
Leisure centre and recreation	1,639	1,284	(356)	(21.7%)
Waste management services	3,167	3,297	130	4.1%
Other fees and charges	1,612	1,624	12	0.7%
Total user fees	**6,423**	**6,214**	**(209)**	**(3.2%)**

8.1.4 Grants

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	13,537	11,523	(2,014)	(14.9%)
State funded grants	11,059	5,120	(5,938)	(53.7%)
Total grants received	**24,596**	**16,644**	**(7,952)**	**(32.3%)**
(a) Operating Grants				
Recurrent - Commonwealth Government				
Financial Assistance Grants	9,077	9,439	362	4.0%
Other	29	29	(0)	(0.0%)
Recurrent - State Government				
Community safety	164	168	4	2.5%
Community health	37	31	(6)	(15.3%)
Environment	20	21	0	1.2%
Other	73	13	(60)	(82.6%)
Total recurrent grants	**9,400**	**9,701**	**300**	**3.2%**
Non-recurrent - State Government				
Emergency management	26	-	(26)	(100.0%)
Recreation	101	100	(1)	(1.2%)
Community safety	36	-	(36)	(100.0%)
Other	623	72	(551)	(88.4%)
Total non-recurrent grants	**786**	**172**	**(614)**	**(78.1%)**
Total operating grants	**10,186**	**9,873**	**(313)**	**(3.1%)**
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	1,095	1,755	660	60.3%
Total recurrent grants	**1,095**	**1,755**	**660**	**60.3%**
Non-recurrent - Commonwealth Government				
Buildings	957	300	(657)	(68.6%)
Transport network	2,379	-	(2,379)	(100.0%)
Non-recurrent - State Government				
Buildings	1,204	500	(704)	(58.5%)
Open space	4,811	2,700	(2,111)	(43.9%)
Transport network	881	668	(213)	(24.2%)
Recreation	36	848	812	2255.6%
Other	3,045	-	(3,045)	(100.0%)
Total non-recurrent grants	**13,314**	**5,016**	**(8,298)**	**(62.3%)**
Total capital grants	**14,409**	**6,771**	**(7,638)**	**(53.0%)**
Total Grants	**24,595**	**16,644**	**(7,952)**	**(32.3%)**

8.1.5 Contributions

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Monetary	717	1,308	591	82.5%
Total contributions	**717**	**1,308**	**591**	**82.5%**

8.1.6 Other income

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Interest	2,299	1,817	(482)	(21.0%)
Dividends	4	4	-	0.0%
Other rent	254	225	(29)	(11.3%)
Other	952	852	(100)	(10.6%)
Total other income	**3,509**	**2,897**	**(611)**	**(17.4%)**

8.1.7 Employee Costs

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Wages and salaries	30,164	31,095	932	3.1%
Annual leave	3,002	3,242	240	8.0%
Long service leave	949	896	(53)	(5.6%)
WorkCover	717	957	240	33.5%
Superannuation	4,239	4,389	150	3.5%
Fringe benefits tax	155	86	(69)	(44.6%)
Total employee costs	**39,226**	**40,665**	**1,439**	**3.7%**

8.1.8 Materials and services

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Contractor payments	19,701	13,352	(6,348)	(32.2%)
Building maintenance	2	2	(0)	(22.3%)
General maintenance	2,289	2,634	345	15.1%
Utilities	1,147	1,114	(33)	(2.8%)
Office administration	316	369	53	16.8%
Information technology	2,949	3,141	192	6.5%
Insurance	1,135	1,263	128	11.3%
Consultants	2,705	3,489	783	29.0%
Banking and financing Fees	149	135	(14)	(9.2%)
Subscriptions and memberships	341	351	11	3.2%
Advertising	374	320	(53)	(14.3%)
Cost of goods sold	169	194	25	14.5%
Consumables	1,225	1,522	297	24.2%
Legal and debt recovery	592	507	(85)	(14.4%)
Employee development and recruitment	845	968	124	14.6%
Waste management	9,601	11,161	1,560	16.3%
Communications	389	405	16	4.0%
Other	549	493	(56)	(10.1%)
Library services	2,152	2,212	59	2.7%
Property leases	14	15	1	5.5%
Total materials and services	**46,643**	**43,648**	**(2,995)**	**(6.4%)**

8.1.9 Depreciation

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Property	6,646	6,858	211	3.2%
Plant & equipment	2,806	3,057	252	9.0%
Infrastructure	19,155	19,373	218	1.1%
Total depreciation	**28,607**	**29,288**	**682**	**2.4%**

8.1.10 Other expenses

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Auditors' remuneration - VAGO	81	69	(12)	(14.9%)
Auditors' remuneration - Internal	57	58	1	1.3%
Audit services - non financial	40	118		
Councillors' allowances	418	469	51	12.1%
Land management rebate	556	-	(556)	(100.0%)
Fire services levy	125	150	25	19.7%
Landfill levy	1,526	1,792	266	17.4%
Contributions to other organisations	2,032	1,095	(938)	(46.1%)
Stamp duty	37	75	38	101.4%
Fee waiver	37	26	(11)	(30.1%)
Total other expenses	**4,910**	**3,851**	**(1,060)**	**(21.6%)**

8.2 Balance Sheet

8.2.1 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Projections 2027/28 $'000	2028/29 $'000	2029/30 $'000
Amount borrowed as at 30 June of the prior year	29,255	24,117	20,686	16,828	22,191
Amount proposed to be borrowed	2,000	1,340	1,200	7,700	10,750
Amount projected to be redeemed	(7,138)	(4,771)	(5,058)	(2,336)	(3,004)
Amount of borrowings as at 30 June	**24,117**	**20,686**	**16,828**	**22,191**	**29,938**

The use of borrowings is subject to outstanding debt remaining below 60% of rates revenue. In the 2026-27 financial year, Council proposes to raise $1.34 million in new borrowings to fund $1.34 million of the capital works program for Thompson Reserve Lighting Upgrade.

8.2.2 Leases

Right-of-use assets and lease liabilities have been recognised as outlined in the table below, in accordance with AASB 16 Leases.

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Right-of-use assets				
Land and buildings	188	1,278	1,090	579.8%
Equipment	587	503	(84)	(14.3%)
Total right-of-use assets	**775**	**1,781**	**1,006**	**129.8%**
Lease liabilities				
Current lease Liabilities				
Land and buildings	197	215	18	9.1%
Equipment	145	76	(69)	(47.6%)
Total current lease liabilities	**342**	**291**	**(51)**	**(14.9%)**
Non-current lease liabilities				
Land and buildings	-	1,067	1,067	0.0%
Equipment	460	457	(3)	(0.7%)
Total non-current lease liabilities	**460**	**1,524**	**1,064**	**231.3%**
Total lease liabilities	**802**	**1,815**	**1,013**	**126.3%**

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 3.9%.

8.2.3 Proposal to Lease Council Land

This section presents a summary of Council's proposals to lease land to external parties in the 2026-27 financial year. Council hereby gives public notice of its intention to lease the property pursuant to Section 115 of the *Local Government Act 2020* and Council's Community Engagement Policy.

The properties listed below:

- 22 Pier Road, Grantville
- 2 Edgar Street, Inverloch
- 23 Back Beach Road, San Remo
- 136 White Road, Wonthaggi
- Cowes Jetty Goods Shed, The Esplanade, Cowes

8.3 Statement of Changes in Equity

8.3.1 Statement of Investment Reserves

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Projections 2027/28 $'000	2028/29 $'000	2029/30 $'000
Art in Public Places	102	153	102	156	102
Future Sustainability Fund	350	145	145	145	145
Landfill rehabilitation reserve	882	703	267	703	1,236
Resort & Recreation Interest Reserve	984	1,124	1,250	1,364	1,466
Skate park	261	261	11	11	11
Strategic Land Acquisitions Reserve	500	500	500	500	500
Strategic works	15,114	13,571	8,452	11,647	11,132
Tracks & Trails Reserve	2,352	1,298	458	118	118
Unallocated surplus	3,071	-	-	-	-
VGC grant received in advance	4,594	4,594	4,594	4,594	4,594
Wonthaggi North East Developer Contribution Plan	606	636	666	696	726
Wonthaggi North East Land Acquisitions Reserve	3,000	3,000	3,500	3,500	4,000
Total Reserves	**31,816**	**25,986**	**19,945**	**23,433**	**24,030**

Reserves are in essence a reflection of surpluses from prior years that Council has set aside to allocate for some future activity. These reserves are not necessarily supported by matching cash investments – funding for future obligations may be provided in Council's Balance Sheet (e.g. Landfill Rehabilitation) or in its long term financial plan which is continually reviewed (e.g. LGFV Sinking Fund). The name of each reserve and the purpose of each reserve (why Council has the reserve) is provided below.

Reserve	Description / purpose
Art in Public Places	In accordance with council resolution, funds are specifically allocated for art in public places and where the funds have not been utilised in any given year; the balance is placed into reserve.
Future Sustainability Fund	This reserve contains funding towards specific future expenditures and where they aid in the future financial sustainability of Bass Coast Shire.
Landfill Rehabilitation	This reserve contains funds set aside to rehabilitate Council's old landfill sites. The principle being that as the landfill sites are consumed the users contribute sufficient funds to ensure the full life cycle rehabilitation in complete in the future.
LGFV Sinking Fund	This reserve contains the funds required to repay the LGFV Bonds when and as they come due.
Resort & Recreation	This reserve contains open space contributions from developers. It is a statutory reserve established under the *Subdivision Act 1988*
Skate Park	This reserve contains funds set aside for future skate park works as determined by the skate park strategy. The funds provided for this reserve arise from a prior Council decision to allocate contract savings to this reserve.
Strategic Land Acquisitions	This reserve contains the funds set aside for future strategic land acquisitions.
Strategic Works	This reserve contains funds set aside for future works that have yet to be clearly identified. This reserve exists to support future opportunities.
Tracks & Trails	This reserve contains funds set aside for future Tracks & Trails works as determined by the Tracks & Trails strategy. The Tracks & Trails strategy is a key pillar of Councils strategic objective Our Places.
Unallocated Surplus	This reserve contains any unallocated funds available for Council use.
VGC grant received in advance	This reserve represents Victorian Grant Commission funding in relation to the next financial year paid in advance.
Wonthaggi North East Developer Contribution Plan	This reserve captures expected interest recognised upon fund received in advance by developers for future specific projects in accordance with planning agreements.
Wonthaggi North East Land Acquisitions Reserve	To capture funds provided by developers for future specific projects in accordance with planning agreements.

8.4 Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the 2026-27 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

8.4.1 Capital Works Program Summary

	Forecast 2025/26	Budget 2026/27	Change	%
	$'000	$'000	$'000	
Property	16,944	13,350	(3,594)	(21.21%)
Plant and equipment	4,357	2,248	(2,109)	(48.39%)
Infrastructure	14,155	13,919	(236)	(1.67%)
Total	**35,456**	**29,518**	**(5,938)**	**(16.75%)**

		Asset expenditure types				Summary of Funding Sources			
	Project Cost	New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Property	13,350	5,250	4,620	3,480	-	4,348	325	7,337	1,340
Plant and equipment	2,248	-	2,165	83	-	-	-	2,248	-
Infrastructure	13,919	2,250	8,584	1,900	1,185	2,423	761	10,735	-
Total	**29,518**	**7,500**	**15,369**	**5,464**	**1,185**	**6,771**	**1,086**	**20,321**	**1,340**

8.4.2 Detailed list of Capital Works

	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
PROPERTY									
Land Improvements									
Climate Change Actions	275	275	-	-		-	-	275	-
Cowes Activity Centre Plan	3,625	3,625	-	-	-	2,700	-	925	-
Dog Parks	100	100	-	-	-	-	-	100	-
MTB/BMX Implementation	100	100	-	-	-	-	-	100	-
Open Space renewal program	1,448	-	1,448	-	-	-	200	1,248	-
Playspace Renewal and Upgrade	300	-	300	-	-	-	65	235	-
Recreation Projects Design	60	-	-	60	-	-	-	60	-
Sporting Fields Upgrade & Renewal	720	-	-	720	-	250	-	470	-
San Remo Potters Hill Embankment Stabilization Design	50	50	-	-	-	-	-	50	-
Wonthaggi Netball Lighting & Court Upgrade	500	-	-	500	-	220	-	280	-
Wyeth-McNamara Park Playground Design	200	200	-	-	-	78	-	122	-
Skate Park - Graydens Reserve Newhaven	300	-	-	300	-	300	-	-	-
Land Improvements Total	**7,678**	**4,350**	**1,748**	**1,580**	**-**	**3,548**	**265**	**3,865**	**-**
Buildings					-				
Aquatics & Leisure Centres	500	500	-	-	-	-	-	500	-
Buildings renewal program	2,847	-	2,847	-	-	-	-	2,847	-
Community Facilities Renewal Program	25	-	25	-	-	-	-	25	-
Disability Action Plan	100	100	-	-	-	-	-	100	-
Former Wonthaggi Secondary College Site	300	300	-	-	-	300	-	-	-
Pavilion Upgrades and Renewals	1,900	-	-	1,900	-	500	60	-	1,340
Buildings Total	**5,672**	**900**	**2,872**	**1,900**	**-**	**800**	**60**	**3,472**	**1,340**
PROPERTY TOTAL	**13,350**	**5,250**	**4,620**	**3,480**	**-**	**4,348**	**325**	**7,337**	**1,340**

8.4.2 Detailed list of Capital Works (Continued)

	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
PLANT AND EQUIPMENT									
Computers and telecommunications									
Computers and Telecommunications renewal prog	672	-	625	47	-	-	-	672	-
Cultural Facilities	60	-	60	-	-	-	-	60	-
Old Post Office - FFE and IT	36	-	-	36	-	-	-	36	-
Computers and telecommunications Total	**768**	**-**	**685**	**83**	**-**	**-**	**-**	**768**	**-**
Plant, machinery and equipment									
Plant, Fleet & Equipment renewal program	1,480	-	1,480	-	-	-	-	1,480	-
Plant, machinery and equipment Total	**1,480**	**-**	**1,480**	**-**	**-**	**-**	**-**	**1,480**	**-**
PLANT AND EQUIPMENT TOTAL	**2,248**	**-**	**2,165**	**83**	**-**	**-**	**-**	**2,248**	**-**
INFRASTRUCTURE									
Bridges									
Bridges renewal program	1,760	-	1,760	-	-	-	-	1,760	-
Bridges Total	**1,760**	**-**	**1,760**	**-**	**-**	**-**	**-**	**1,760**	**-**
Drainage									
Storm Water renewal program	970	-	970	-	-	-	-	970	-
Drainage Total	**970**	**-**	**970**	**-**	**-**	**-**	**-**	**970**	**-**
Footpaths and cycleways									
Footpath gaps program (RAMP)	235	-	-	-	235	-	-	235	-
Pathways renewal program	262	-	262	-	-	-	-	262	-
Tracks and Trails Strategy	400	400	-	-	-	200	-	200	-
Tracks & Trails	1,200	1,200	-	-	-	468	-	732	-
Footpaths and cycleways Total	**2,097**	**1,600**	**262**	**-**	**235**	**668**	**-**	**1,429**	**-**

8.4.2 Detailed list of Capital Works (Continued)

	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Roads									
Road and Drainage Improvement Program	1,900	-	-	1,900	-	-	761	1,139	-
Rural Roads renewal program	1,629	-	1,629	-	-	-	-	1,629	-
San Remo Structure Plan	50	50	-	-	-	-	-	50	-
Unsealed Roads renewal program	600	-	600	-	-	-	-	600	-
Urban roads renewal program	2,639	-	2,639	-	-	1,755	-	884	-
Roads Total	**6,818**	**50**	**4,868**	**1,900**	**-**	**1,755**	**761**	**4,302**	**-**
Landfill cells									
Grantville Cell 8A Construction	450	-	-	-	450	-	-	450	-
Landfill cells Total	**450**	**-**	**-**	**-**	**450**	**-**	**-**	**450**	**-**
Waste									
Grantville Landfill Leachate Storage / Collection Infi	500	-	-	-	500	-	-	500	-
Waste Renewal and Replacement Program	724	-	724	-	-	-	-	724	-
Wonthaggi Landfill & Transfer Station Boundary Fe	600	600	-	-	-	-	-	600	-
Waste Total	**1,824**	**600**	**724**	**-**	**500**	**-**	**-**	**1,824**	**-**
INFRASTRUCTURE TOTAL	**13,919**	**2,250**	**8,584**	**1,900**	**1,185**	**2,423**	**761**	**10,735**	**-**
TOTAL CAPITAL WORKS PROGRAM	**29,518**	**7,500**	**15,369**	**5,464**	**1,185**	**6,771**	**1,086**	**20,321**	**1,340**

8.4.3 Summary of Planned Capital Works Expenditure

For the year ending 30 June 2027

Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
PROPERTY									
Land Improvements	7,678	4,350	1,748	1,580	-	3,548	265	3,865	-
Total Land	**7,678**	**4,350**	**1,748**	**1,580**	**-**	**3,548**	**265**	**3,865**	**-**
Buildings	5,672	900	2,872	1,900	-	800	60	3,472	1,340
Total Buildings	**5,672**	**900**	**2,872**	**1,900**	**-**	**800**	**60**	**3,472**	**1,340**
TOTAL PROPERTY	**13,350**	**5,250**	**4,620**	**3,480**	**-**	**4,348**	**325**	**7,337**	**1,340**
PLANT AND EQUIPMENT									
Computers and telecommunications	768	-	685	83	-	-	-	768	-
Plant, machinery and equipment	1,480	-	1,480	-	-	-	-	1,480	-
TOTAL PLANT AND EQUIPMENT	**2,248**	**-**	**2,165**	**83**	**-**	**-**	**-**	**2,248**	**-**
INFRASTRUCTURE									
Bridges	1,760	-	1,760	-	-	-	-	1,760	-
Drainage	970	-	970	-	-	-	-	970	-
Footpaths and Cycleways	2,097	1,600	262	-	235	668	-	1,429	-
Roads	6,818	50	4,868	1,900	-	1,755	761	4,302	-
Landfill cells	450	-	-	-	450	-	-	450	-
Waste	1,824	600	724	-	500	-	-	1,824	-
TOTAL INFRASTRUCTURE	**13,919**	**2,250**	**8,584**	**1,900**	**1,185**	**2,423**	**761**	**10,735**	**-**
TOTAL CAPITAL WORKS	**29,518**	**7,500**	**15,369**	**5,464**	**1,185**	**6,771**	**1,086**	**20,321**	**1,340**

8.4.3 Summary of Planned Capital Works Expenditure (continued)

For the year ending 30 June 2028

Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
PROPERTY									
Land Improvements	4,641	2,325	1,381	935	-	675	825	2,141	1,000
Total Land	**4,641**	**2,325**	**1,381**	**935**	**-**	**675**	**825**	**2,141**	**1,000**
Buildings	4,999	-	3,774	1,225	-	690	60	4,049	200
Total Buildings	**4,999**	**-**	**3,774**	**1,225**	**-**	**690**	**60**	**4,049**	**200**
TOTAL PROPERTY	**9,640**	**2,325**	**5,155**	**2,160**	**-**	**1,365**	**885**	**6,190**	**1,200**
PLANT AND EQUIPMENT									
Artworks	104	104	-	-	-	-	-	104	-
Computers and telecommunications	660	-	660	-	-	-	-	660	-
Plant, machinery and equipment	1,520	70	1,450	-	-	-	-	1,520	-
TOTAL PLANT AND EQUIPMENT	**2,284**	**174**	**2,110**	**-**	**-**	**-**	**-**	**2,284**	**-**
INFRASTRUCTURE									
Bridges	2,000	-	2,000	-	-	-	-	2,000	-
Drainage	1,070	-	1,070	-	-	-	-	1,070	-
Footpaths and cycleways	2,247	1,751	261	-	235	840	-	1,407	-
Landfill cells	1,697	-	-	-	1,697	-	-	1,697	-
Roads	5,859	380	5,219	260	-	1,997	-	3,862	-
Waste management	5,466	4,150	851	-	465	-	-	5,466	-
TOTAL INFRASTRUCTURE	**18,339**	**6,281**	**9,401**	**260**	**2,397**	**2,837**	**-**	**15,502**	**-**
TOTAL CAPITAL WORKS	**30,263**	**8,780**	**16,666**	**2,420**	**2,397**	**4,202**	**885**	**23,975**	**1,200**

8.4.3 Summary of Planned Capital Works Expenditure (continued)

For the year ending 30 June 2029

Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
PROPERTY									
Land Improvements	6,485	3,100	1,365	2,020	-	1,820	310	2,355	2,000
Total Land	**6,485**	**3,100**	**1,365**	**2,020**	**-**	**1,820**	**310**	**2,355**	**2,000**
Buildings	14,966	9,907	3,809	1,250	-	4,250	50	4,966	5,700
Total Buildings	**14,966**	**9,907**	**3,809**	**1,250**	**-**	**4,250**	**50**	**4,966**	**5,700**
TOTAL PROPERTY	**21,451**	**13,007**	**5,174**	**3,270**	**-**	**6,070**	**360**	**7,321**	**7,700**
PLANT AND EQUIPMENT									
Computers and telecommunications	660	-	660	-	-	-	-	660	-
Plant, machinery and equipment	1,450	-	1,450	-	-	-	-	1,450	-
TOTAL PLANT AND EQUIPMENT	**2,110**	**-**	**2,110**	**-**	**-**	**-**	**-**	**2,110**	**-**
INFRASTRUCTURE									
Bridges	2,000	-	2,000	-	-	-	-	2,000	-
Drainage	1,000	-	1,000	-	-	-	-	1,000	-
Footpaths and cycleways	1,706	1,200	266	-	240	550	-	1,156	-
Roads	6,315	400	5,214	701	-	1,947	205	4,163	-
Waste Management	872	-	872	-	-	-	-	872	-
TOTAL INFRASTRUCTURE	**11,893**	**1,600**	**9,352**	**701**	**240**	**2,497**	**205**	**9,191**	**-**
TOTAL CAPITAL WORKS	**35,454**	**14,607**	**16,636**	**3,971**	**240**	**8,567**	**565**	**18,622**	**7,700**

8.4.3 Summary of Planned Capital Works Expenditure (continued)

For the year ending 30 June 2030

Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
PROPERTY									
Land Improvements	5,636	3,650	1,716	270	-	925	250	4,461	-
Total Land	**5,636**	**3,650**	**1,716**	**270**	**-**	**925**	**250**	**4,461**	**-**
Buildings	28,284	22,000	4,384	1,900	-	12,650	-	4,884	10,750
Total Buildings	**28,284**	**22,000**	**4,384**	**1,900**	**-**	**12,650**	**-**	**4,884**	**10,750**
TOTAL PROPERTY	**33,920**	**25,650**	**6,100**	**2,170**	**-**	**13,575**	**250**	**9,345**	**10,750**
PLANT AND EQUIPMENT									
Artworks	109	109	-	-	-	-	-	109	-
Computers and telecommunications	660	-	660	-	-	-	-	660	-
Plant, machinery and equipment	1,430	-	1,430	-	-	-	-	1,430	-
TOTAL PLANT AND EQUIPMENT	**2,199**	**109**	**2,090**	**-**	**-**	**-**	**-**	**2,199**	**-**
INFRASTRUCTURE									
Bridges	2,100	-	2,100	-	-	-	-	2,100	-
Drainage	1,270	-	1,270	-	-	-	-	1,270	-
Footpaths and cycleways	636	-	391	-	245	-	-	636	-
Roads	6,619	200	5,219	1,200	-	1,947	205	4,467	-
Waste Management	2,224	-	894	-	1,330	-	-	2,224	-
TOTAL INFRASTRUCTURE	**12,849**	**200**	**9,874**	**1,200**	**1,575**	**1,947**	**205**	**10,697**	**-**
TOTAL CAPITAL WORKS	**48,968**	**25,959**	**18,064**	**3,370**	**1,575**	**15,522**	**455**	**22,241**	**10,750**

9. Performance and financial indicators

9.1 Targeted Performance Indicators (Council selected)

The following table highlights Council's current and projected performance across eight targeted performance indicators selected by Council from the range of prescribed performance measures contained in the *Local Government (Planning and Reporting) Regulations 2020*. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Domain / **Indicator**	**Measure**	**Notes**	**Actual**	**Forecast**	**Target**	**Target Projections**			**Trend**
			2024/25	**2025/26**	**2026/27**	**2027/28**	**2028/29**	**2029/30**	**+/o/-**
Community Aquatic facilities	**Utilisation of aquatic facilities** Number of visits to aquatic facilities/Population	1	3.36	6.25	6.25	6.50	6.50	6.50	o
Community Library services	**Library membership** Number of registered library members/Population	2	46.88%	46.44%	46.50%	46.55%	46.59%	46.64%	o
Responsiveness Food safety	**Critical and major non-compliance outcome notifications** Critical non-compliance and major non-compliance outcome notifications about food premises that are followed up/Critical non-compliance and major non-compliance outcome notifications about food premises	3	100%	100%	100%	100%	100%	100%	o
Financial forecasting Loans and borrowings	**Loans and borrowings compared to own source revenue** Interest-bearing loans and borrowings/Own-source revenue	4	New in 2026/27	25.47%	21.07%	16.49%	20.87%	27.06%	-

9.1 Targeted Performance Indicators (Council selected) (continued)

Domain / **Indicator**	**Measure**	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	+/o/-
Financial forecasting Population	**Expenses per head of population** Total expenses/Population	5	$ 2,616.14	$ 2,750.41	$ 2,667.38	$ 2,697.06	$ 2,804.41	$ 2,870.43	-
Financial forecasting Population	**Infrastructure per head of population** Value of infrastructure/Population	6	$ 23,886.52	$ 23,740.64	$ 23,442.86	$ 23,107.72	$ 22,817.24	$ 22,789.99	-
Financial forecasting Revenue and grants	**Recurrent grants per head of population** Recurrent grants/Population	7	$ 343.32	$ 238.00	$ 256.56	$ 261.91	$ 263.00	$ 265.26	+
Financial management Expenditure and revenue level	**Average rate per property assessment** Sum of all general rates and municipal charges/Number of property assessments	8	$ 1,726.71	$ 1,779.93	$ 1,825.57	$ 1,875.01	$ 1,921.98	$ 1,970.17	-

Key to Forecast Trend:

+ Forecasts improvement in Council's financial performance/financial position indicator

o Forecasts that Council's financial performance/financial position indicator will be steady

- Forecasts deterioration in Council's financial performance/financial position indicator

9.2 Targeted Performance Indicators (Mandatory)

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.
The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these measures and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted service performance indicators - Mandatory

Domain / **Indicator**	**Measure**	**Notes**	**Actual**	**Forecast**	**Target**	**Target Projections**			**Trend**
			2024/25	**2025/26**	**2026/27**	**2027/28**	**2028/29**	**2029/30**	**+/o/-**
Governance **Community engagement** (council decisions made and implemented with community input)	**Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions** Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	9	51	51	51	51	52	52	o
Environment **Roads** (sealed local roads are maintained and renewed to ensure a safe network)	**Sealed local roads below the intervention level** Number of kms of sealed local roads below the renewal intervention level set by Council / kms of sealed local roads	10	93.86%	90.00%	90.00%	90.00%	90.00%	90.00%	o
Responsiveness **Statutory planning** (Councils decide on planning applications and fulfill their legislative duties in a timely manner)	**Planning applications decided within the relevant required time** Number of planning application decisions made within the relevant required time / Number of planning application decisions made	11	76.75%	71.64%	72.00%	74.00%	76.00%	78.00%	+
Environment **Waste management** (waste is minimised and sustainability is promoted)	**Kerbside collection waste to landfill per serviced property** Waste in tonnage collected from kerbside waste collection services sent to landfill / Number of serviced properties	12	New in 2026/27	0.22	0.22	0.20	0.20	0.20	o

9.2 Targeted Performance Indicators (Mandatory) (continued)

Targeted financial performance indicators - Mandatory

Domain / **Indicator**	**Measure**	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	+/o/-
Financial management **Liquidity** (sufficient working capital and cash is available to cover expenses)	**Current assets compared to current liabilities** Current assets / current liabilities	13	171.22%	147.37%	138.29%	131.61%	133.31%	133.09%	-
Financial forecasting **Asset renewal and upgrade** (renewal and upgrade of assets is planned and delivered)	**Asset renewal and upgrade compared to depreciation** Asset renewal and upgrade expenses / Asset depreciation	14	65.86%	77.90%	71.13%	59.84%	58.52%	58.54%	-
Financial management **Rates concentration** (revenue is generated from a range of sources)	**Rates compared to adjusted underlying revenue** Rate revenue / adjusted underlying revenue	15	72.65%	76.51%	77.44%	78.02%	78.32%	78.68%	o
Financial management **Expenditure and revenue level** (resources are used efficiently in the delivery of services)	**Expenses per property assessment** Total expenses / no. of property assessments	16	$3,287.11	$3,479.42	$3,374.34	$3,411.89	$3,547.66	$3,631.19	o

Key to Forecast Trend:

+ Forecasts improvement in Council's financial performance/financial position indicator

o Forecasts that Council's financial performance/financial position indicator will be steady

- Forecasts deterioration in Council's financial performance/financial position indicator

9.3 Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 2 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Domain / **Indicator**	**Measure**	**Notes**	**Actual**	**Forecast**	**Budget**	**Projections**			**Trend**
			2024/25	**2025/26**	**2026/27**	**2027/28**	**2028/29**	**2029/30**	**+/o/-**
Financial forecasting									
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	**Non-current liabilities compared to own-source revenue** Non-current liabilities / own source revenue	17	38.76%	33.49%	32.85%	30.43%	32.00%	36.77%	-
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	**Loans and borrowings repayments compared to own-source revenue** Interest and principal repayments on interest bearing loans and borrowings / own-source revenue	18	New in 2026/27	8.70%	5.76%	5.72%	2.88%	3.66%	+
Revenue and grants (revenue is generated from a range of sources to fund the delivery of services to the community)	**Own-source revenue per head of population** Own source revenue / Population	19	$2,080.12	$2,146.80	$ 2,198.65	$2,257.00	$2,322.60	$2,387.04	+

9.3 Financial performance indicators (continued)

Domain / **Indicator**	**Measure**	**Notes**	**Actual** 2024/25	**Forecast** 2025/26	**Budget** 2026/27	**Projections** 2027/28	2028/29	2029/30	**Trend** +/o/-
Financial management									
Liquidity *(sufficient working capital and cash is available to cover expenses)*	**Cash compared to current liabilities** Cash / current liabilities	20	New in 2026/27	55.99%	43.14%	29.23%	34.33%	30.61%	-
Operating position *(an adjusted underlying surplus is generated in the ordinary course of business)*	**Adjusted underlying surplus (or deficit)** Adjusted underlying surplus (deficit) / Adjusted underlying revenue	21	-6.33%	-14.07%	-8.25%	-6.86%	-8.25%	-8.01%	o
Rates effort *(rating level is set based on the community's capacity to pay)*	**Rates compared to property value** Rate revenue / CIV of rateable properties in the municipal district	22	0.29%	0.31%	0.32%	0.33%	0.33%	0.34%	o
Rates collection *(rates and charges are being responsibly collected)*	**Rates and charges debt** Unpaid rates and charges / all rates and charges	23	New in 2026/27	15.03%	15.50%	16.00%	16.00%	16.00%	o

Key to Forecast Trend:

+ Forecasts improvement in Council's financial performance/financial position indicator
o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators

1. **Utilisation of acquatic facilities**
   Council is not aware of any circumstances which would materially impact the result over the next four years.
2. **Library membership**
   Council is not aware of any circumstances which would materially impact the result over the next four years.
3. **Critical and major non-compliance outcome notifications**
   Council is not aware of any circumstances which would materially impact the result over the next four years.
4. **Loans and borrowings compared to own source revenue**
   Borrowings are expected to increase over the next four years to fund intergenerational capital projects.
5. **Expenses per head of population**
   As a large regional shire, Council has a low population density, resulting in larger service delivery and asset management costs.
6. **Infrastructure per head of population**
   Council expects the value of infrastructure per head of population to decrease over the four years, reflective of the asset renewal gap due to increases in depreciation expense.
7. **Recurrent grants per head of population**
   Council expects recurrent grants to increase steadily per head of population.
8. **Average rate per property assessment**
   Council's dependency on rate revenue is linked to the expected rate cap over the term of the projections.
9. **Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions**
   Council is not aware of any circumstances which would materially impact the result over the next four years.
10. **Sealed local roads below the intervention level**
    Target set in line with asset management plans. Council is not aware of any circumstances which would materially impact the result over the next four years.
11. **Planning applications decided within the relevant required time**
    Council is not aware of any circumstances which would materially impact the result over the next four years.
12. **Kerbside collection waste to landfill per serviced property**
    Council is not aware of any circumstances which would materially impact the result over the next four years.
13. **Current assets compared to current liabilities (working capital)**
    This decrease is due to utilisation of council's cash reserves on large multi-year capital projects.
14. **Asset renewal and upgrade compared to depreciation**
    Council utilises an Asset Management Plan to outline renewal and upgrade strategies for optimum efficiencies levels.
15. **Rates compared to adjusted underlying revenue**
    Council continues to have a high reliance on rate revenue to fund operations, consistent with other large rural Councils.
16. **Expenses per property assessment**
    Council's expenses are projected to increase at a faster rate than population growth due to impacts of the consumer price index.

Notes to indicators (continued)

17. Non-current liabilities compared to own-source revenue

Councils use of borrowings is within the limitations outlined in Section 9, and is within the range of being low risk over the four year period.

18. Loans and borrowings repayments compared to own-source revenue

The low percentage values projected show Councils exposure to debt, as revenue generated is primarily used to provide services rather than service debt.

19. Own-source revenue per head of population

Councils own source revenue is projected to increase at a greater rate than expected population growth.

20. Cash compared to current liabilities

Cash will decrease relative to current liabilities over the term of the projections due to the investment in capital works.

21. Adjusted underlying surplus (or deficit)

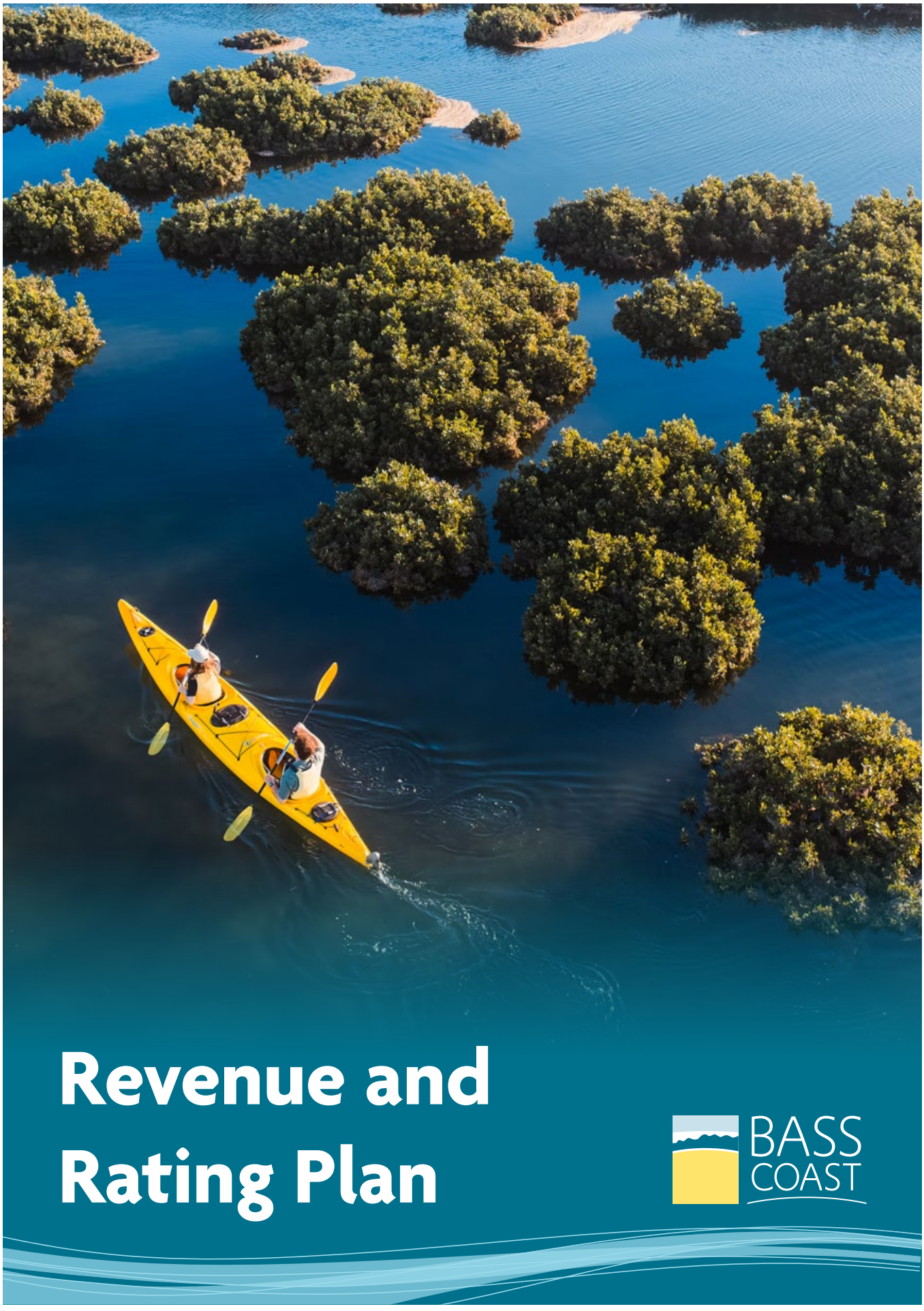
The underlying result reflects the capacity of Council to generate sufficient own-source revenue to fund operating expenditure and increased depreciation costs as limited by the rate cap environment with costs expected to increase at a greater rate than the rate cap.

22. Rates compared to property value

Council's rates effort is expected to increase steadily over the four years. Revaluation of ratable property capital improved value has decreased in prior years.

23. Rates and charges debt

A low percentage of rates and charges remains outstanding at the end of each rating payment cycle. Council expects this percentage to be steady, noting debt owing on active payment plans due to hardship is not included in this calculation of this measure.



Revenue and Rating Plan

BASS COAST

Acknowledgement of Country

We acknowledge the Bunurong as the Traditional Owners and Custodians of the lands and waters, and pay respect to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and Lore. We celebrate the opportunity to embrace and empower the Aboriginal and/or Torres Strait Island Communities in their diversity. We will create opportunities for future recognition and respectful partnerships that will honour the Traditional Owners and Custodians, and Aboriginal and/or Torres Strait Islander Peoples.

Bass Coast Community Vision 2045

From its flowing hills to its 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.

Diversity and Inclusion

Bass Coast Shire Council is committed to providing communications and engagement that is welcoming, safe, accessible and inclusive for our community including First Nations, Culturally and Linguistically Diverse (CALD), Lesbian, Gay Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) peoples, people with disability and of all ages.

Child Safe Statement

Bass Coast Shire Council is committed to the safety and wellbeing of children. We support and respect all children, as well as our staff, contractors and volunteers. Our organisation is committed to preventing child abuse by identifying risks early and intervening to address these risks.



Contents

1.1 Purpose 4
1.2 Community Engagement 6
1.3 Rates and Charges 7
1.3.1 Rating Legislation 9
1.3.2 Rating Principles 11
1.3.3 Determining Which Valuation Base To Use 12
1.3.4 Rating Differentials 17
1.3.5 Special Charge Schemes 22
1.3.6 Service Rates And Charges 22
1.3.7 Collection And Administration Of Rates And Charges 23
1.4 Other Revenue Items 26
1.4.1 User Fees and Charges 26
1.4.2 Statutory Fees and Charges 27
1.4.3 Grants 28
1.4.4 Contributions 28
1.4.5 Interest on Investments 29
1.4.6 Borrowings 29
1.5 Gender Impact Assessment (GIA) Statement 29

1.1 Purpose

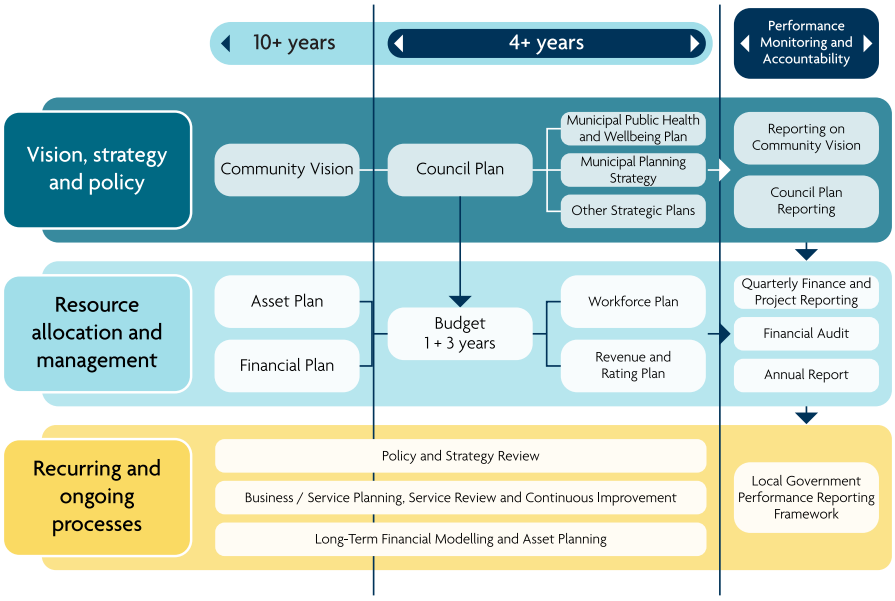
The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Bass Coast Shire Council which, in conjunction with other income sources, will adequately finance the objectives set out in the Council Plan, while being aligned to the revenue assumptions that are articulated in the Long Term Financial Plan (LTFP).

This plan is an important part of Council's integrated planning framework, all of which is created to help Council achieve its vision of "...an engaged and responsible community.."

Strategies outlined in this plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.

Bass Coast Integrated Planning and Reporting Framework



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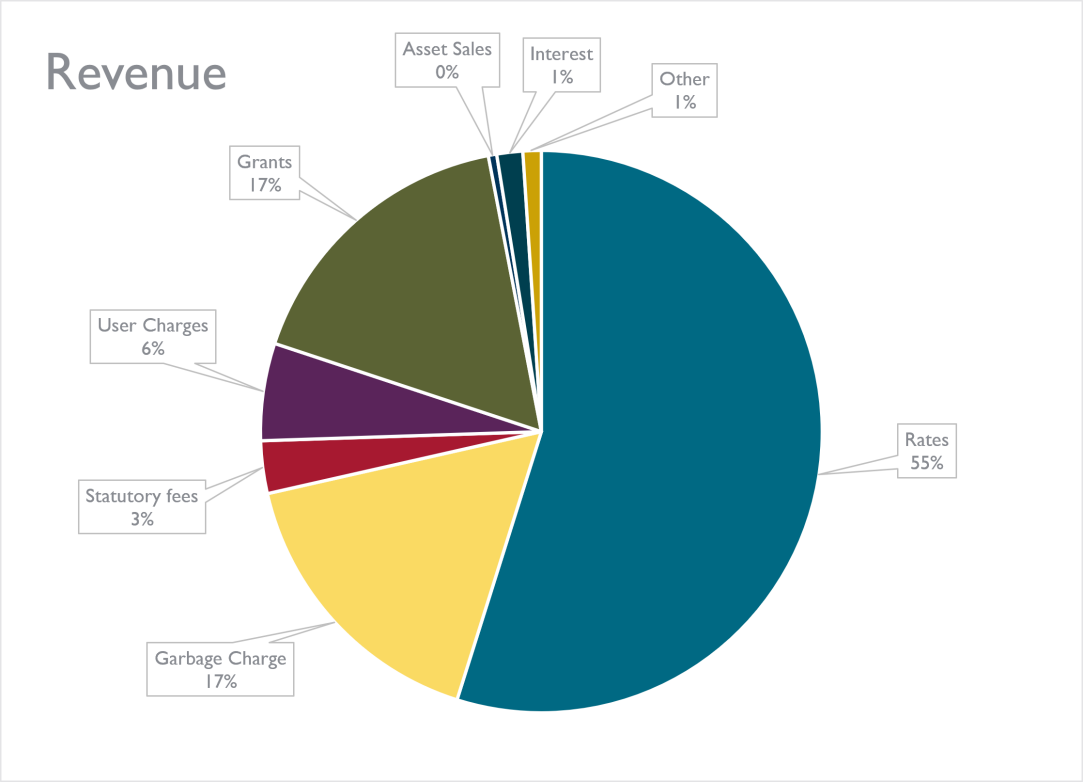
This plan explains how Council calculates the revenue needed to fund its activities, and how it apportions funding between ratepayers and other users of Council facilities and services.

The plan includes decisions Council has made in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It presents principles used in decision making for other revenue sources, such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council; it outlines the framework and methodology applied by Council for calculating and collecting revenue.

Introduction

Council provides a number of services and facilities to our local community, and in doing so, needs to collect revenue to help offset the cost of providing these services and facilities.



Council's revenue sources include:

- Municipal Rates
- Service Charges for Waste Management
- Government Grants – Commonwealth and State
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (i.e. developers, community groups)
- Interest from investments
- Property rentals
- Proceeds from Asset Sales

Rates and charges are the most significant revenue source for Council, accounting for almost three quarters of annual income.

The introduction of the Fair Go Rates System (rate capping) has created substantial financial challenges to Council's long-term financial sustainability. This restricts Council's ability to raise revenue to maintain service delivery levels and invest in community assets and infrastructure.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as planning fees, are set by State Government statute and are commonly known as statutory fees. In these cases, councils usually have no control over service pricing.

However, Council has the ability to set a fee or charge for other services and will set these fees based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for and understand the obligations that grants create in the delivery of services or infrastructure as well as the financial implications which could include significant co-funding or matching payments.

1.2 Community Engagement

The Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected. The following public consultation process has been carried out to ensure due consideration and feedback is received from relevant stakeholders.

Revenue and Rating Plan community engagement process:

- Rating Strategy community consultation conducted from November 2025 to January 2026
- Draft Revenue and Rating Plan prepared by officers for Councillor feedback pursuant to being released for public input and comment
- Draft Revenue and Rating Plan placed on public exhibition from 15 April 2026 for a period of 23 days and calling for public submissions and feedback
- A standard community consultation and engagement program undertaken during April and May to provide stakeholders with the opportunity to discuss the Revenue and Rating Plan
- Hosting in person community engagement sessions to provide our community with an opportunity to chat about the proposed plan or provide their input including any specific questions through website link. The sessions were held on:
    - Thursday, 23 April 6:00pm - 7:30pm Online
    - Tuesday, 28 April 5:00pm - 7:00pm Wonthaggi Town Hall
    - Wednesday, 29 April 11:00am - 1:00pm Coronet Bay Community Hall
    - Wednesday, 29 April 2:00pm - 4:00pm Phillip Island Visitor Information (Newhaven)
- Public submissions on the Plan were heard on 13 May 2026
- Revenue and Rating Plan (including any changes following public input) presented to 17 June 2026 Council meeting for adoption.



1.3 Rates and Charges

Municipal rates are a property tax that provides Council with revenue to fund a range of universal and essential public services that maintain and support public amenities and provide benefits to the local population. These services include local roads and drainage, parks and recreational facilities maintenance, arts and cultural services, street and beach cleaning, town planning, public health and customer service. Noting that Council rates are a property tax, there needs be a degree of flexibility to enable councils to use different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council has established a rating structure comprised of two key elements. These are:

- **General Rates** – Based on property values (using the Capital Improved Valuation methodology), which are indicative of a ratepayer's relative capacity to pay rates. This forms the central basis of rating under the Local Government Act 1989. Rating of property for municipal revenue is common practice across Australian and international jurisdictions.
- **Waste Service Charges** – Council also levies a waste service charge to all households that can receive a kerbside waste collection service. Revenue raised from the waste service charge is used to offset the costs of providing a whole of Council waste management service which in addition to kerbside waste collection, provides residents with access to a number of transfer station and recycling facilities, funds the cost of Council's landfill operation at Grantville, funds the cost of maintaining and rehabilitating closed landfill sites, and the cost of collecting waste from public bins.

Council makes a further distinction when calculating general rates. It applies rating differentials based on

the development status of the land and applies a higher differential rate of 200% to vacant or undeveloped residential land while it applies a standard rate to all developed residential, commercial or industrial land.

Council also recognises the contribution that the agricultural sector makes in managing rural landholdings in the Shire and applies a lower farm differential rate of 65%. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, which considers the benefits those properties derive from the local community as well as the contribution they make as land managers.

The Bass Coast Shire Council rating structure comprises three differential rates (developed land, vacant land and farmland). These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the *Local Government Act 1989*, and the Ministerial Guidelines for Differential Rating 2013.

The differential rates are currently set as follows:

- Developed (Residential, Commercial and Industrial) 100%
- Vacant Land 200%
- Farmland 65%

Council does not levy a municipal charge. Municipal charges are a regressive form of taxation that imposes a relatively higher burden on ratepayers who own land that has a relatively lower value within the municipality than a progressive ad valorem rate in the dollar system.

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)

The rate in the dollar for each rating differential category is included in Council's annual budget.

Rates and charges are an important source of revenue, accounting for over three quarters of operating revenue received by Council. The collection of rates is an important source of funding for Council services and infrastructure maintenance and renewal.



Planning for future rate increases is an essential component of the long-term financial planning process. Rates revenue provides a significant funding source for both additional service delivery and the increasing costs, including those related to growth, of providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates legislation, all rate increases are tied to a rate cap that is usually declared in December by the Minister for Local Government, for the following financial year.

Council currently raises a waste service charge to recover the cost of Council's waste services including waste related capital expenditure and the provision for future landfill rehabilitation and remediation costs. While the waste service charge is not capped under the Fair Go Rates legislation, Council is required to report back each year to the Essential Services Commission (ESC) on the revenue raised and waste related expenditure applied towards the service charge.

1.3.1 Rating Legislation

The legislative framework set out in the *Local Government Act 1989* determines Council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163

The recommended strategy in relation to service rates and charges, and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157 (1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base they can use. They are: Site Value (SV), Capital Improved Value (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation bases are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be reported in the Council's Annual Budget as required by the Local Government Act 2020 and the integrated planning and reporting requirements of the act.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

a) the total amount that the Council intends to raise by rates and charges.

b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate.

c) a description of any fixed component of the rates, if applicable

d) if the Council proposes the declare a uniform rate, the matters specified in Section 160 of the *Local Government Act 1989*

e) if the Council proposes to declare a differential rate for any land, the matters specified in Section 161(2) of the *Local Government Act 1989*

Section 94(3) of the Local Government Act 2020 also states that Council must ensure that, if applicable, the budget also contains a statement:

a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
b) that the Council has made an application to the ESC for a special order and is waiting for the outcome of the applications; or
c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year

This plan outlines the principles and strategic framework that Council will use in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in the annual Bass Coast Shire Council budget.

In 2019 the Victorian State Government carried out a review of the Local Government Rating System Review. The Victorian Government released its response to the Rating Review in December 2020 and no substantive changes have been made to the Rating System as a result of this review.



1.3.2 Rating Principles

Taxation Principles

When developing a rating strategy, with reference to differential rates, a Council should give consideration to the following good practice taxation principles:

- Wealth Tax – Rates are a form of wealth tax based on the relative value of the property
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity

The "wealth tax" principle implies that the rates paid are linked to the relative value of a ratepayer's property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from Council services.

Equity

Horizontal equity – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).
Vertical Equity – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a "relativity" dimension to the fairness of the tax burden)

Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

Benefit

The extent to which there is a nexus between consumption/benefit and the rate burden.

Capacity to Pay

The capacity of ratepayers or groups of ratepayers to pay rates.

Diversity

The capacity of ratepayers within a group to pay rates.
The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

Rates and Charges Revenue Principles

Property rates will:

- be reviewed annually
- not change dramatically from one year to the next
- be sufficient to fund current operating and capital expenditure commitments, including:
  - Costs associated with developing Council's Vision, and
  - Deliverables outlined in the Council Plan, Long Term Financial Plan, and Asset Plan

Differential rating should be applied as equitably as is practical and will comply with the Ministerial Guidelines for Differential Rating 2013.

1.3.3 Determining with valuation base to use

Under the *Local Government Act 1989*, Council has 3 options as to the rating valuation method base it elects to use. They are:

- Capital Improved Valuation (CIV) – Value of land and improvements to the land
- Site Valuation (SV) – Value of land only
- Net Annual Value (NAV) – Rental valuation based on market rental assessment

For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

Capital Improved Value (CIV)

Capital Improved Value is the most used valuation base by Local Government with over 90% of Victorian councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if:
a) It uses the capital improved value system of valuing land; and
b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions

Where a Council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.



Advantages of using Capital Improved Value (CIV)

- CIV includes all property improvements and is often supported on the basis that it more closely reflects "capacity to pay". The CIV rating method considers the full developed value of the property, and is a better proxy for the equity criteria than Site Value and NAV
- With the increased frequency of valuations (previously biennial now annual) the market values are more predictable. This has reduced the number of objections resulting from valuations
- The concept of the market value of property is more easily understood with CIV compared to NAV or SV
- Most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils
- The use of CIV allows Council to apply differential rates which adds to Council's ability to adjust the distribution of the rating burden between different classes of ratepayers in accordance with policy objectives and equity concerns. CIV allows Council to apply higher rating differentials to the commercial and industrial sector that offset residential rates

Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner. This could result in so called 'asset rich/cash poor' ratepayers, including pensioners, being required to pay higher levels of rates due to the wealth tax characteristics of property rates.

Site Value (SV)

No Victorian Councils currently use this valuation method. With valuations based purely on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a Bass Coast Shire Council context would cause a shift in the rate burden from developed property assessments in the inland parts of the Shire to the coastal parts of the Shire including Phillip Island and Inverloch that have higher relative land values.

There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks. In many ways, it is difficult to see an equity argument being served by the implementation of Site Value in the Bass Coast Shire Council.

Advantages of Site Value

- There is a perception that under Site Value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case
- Scope for possible concessions for urban farm land and residential use land

Disadvantages in using Site Value

- Under SV, there will be a significant shift from the Industrial/Commercial sector onto the residential sector of Council
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well-developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles
- The use of SV can place pressure on Council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. Farmland and residential use properties). Large landowners, such as farmers for example, are disadvantaged using SV
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates
- The community may have greater difficulty in understanding the SV valuation on their rate notices

Net Annual Value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is linked to capital improved value for residential and farm properties and generally assessed by Valuers as being 5 per cent of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed on actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

The use of NAV is not supported as while it may have an in-built differential for commercial and industrial properties, Council is unable to apply differential rating in fostering its policy objectives and ensuring equity between different ratepayer classes. In addition, the valuation used for NAV is likely to cause confusion in the community.

Recommended Valuation System

In choosing a valuation system, councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a Council was to choose the former, under the *Local Government Act 1989*, it must adopt the CIV rating system.

Bass Coast Shire Council applies a Capital Improved Value (CIV) to all properties within the municipality to consider the fully developed value of the property. This basis of valuation considers the total market value of the land plus buildings and other improvements.

Differential rating allows Council to shift part of the rate burden from some groups of ratepayers to others, through different "rates in the dollar" for each class of property.

Section 161of the *Local Government Act 1989* outlines the regulations relating to differential rates, which include:

(1) A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions

(2) If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Councils functions and must include the following:

i. A definition of the types of classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate

ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location based on whether or not the land is within a specific ward in Council's district)

iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate

Once the Council has declared a differential rate for any land, the Council must:

- Specify the objectives of the differential rates
- Specify the characteristics of the land which are the criteria for declaring the differential rate

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the Local Government Act.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

Property Valuations

The *Valuation of Land Act 1960* is the principal legislation for the determination of property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations annually. Bass Coast Shire Council applies a Capital Improved Valuation (CIV) to all properties within the municipality to determine the full developed value of the property. This basis of valuation accounts for the total market value of the land including buildings and other improvements.

The value of land is always derived by the principle of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types.
In implementing the differential rating strategy outlined in the previous section, it needs to ensure that rises and falls in Council rates remain affordable and that rating 'shocks' are mitigated to some degree.

Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary revaluations and advises Council monthly of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the Valuation of Land Act 1960. Objections must be lodged with Council within two months of the issue of the supplementary rate notice.

Objections to Property Valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to Bass Coast Shire Council. Property owners also can object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via State Revenue Office).



1.3.4 Rating differentials

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

General Rate

Definition

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

- Lawfully used primarily for residential, commercial or industrial purposes, and
- Designed for permanent occupation

Objectives

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:

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

Characteristics

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

- lawfully used primarily for residential, commercial or industrial purposes, and
- designed for permanent occupation

Types and Classes

Developed land having the relevant characteristics described below:

- used primarily for residential, commercial or industrial purposes; or
- any land that is not defined as Farmland or Vacant Residential Land

Use of Rate

The differential rate will be used to fund 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.

Level of Rate

100% of General Rate.

Use of Land

Any use permitted under the Bass Coast Shire Council Planning Scheme.

Geographic Location

Wherever located with the municipal district.

Planning Scheme Zoning

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

Types of Buildings

All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

Vacant Land

Definition

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

Objectives

The objective of this differential rate is to:

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

Characteristics

Vacant land is any land that does not have the characteristics of Farmland or Developed Land.

Types and Classes

Vacant land has the relevant characteristics described above and is not used as Farmland.

Use of Rate

The differential rate will be used to fund 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.

Level of Rate

200% of General Rate.

Use of Land

Any use permitted under the Bass Coast Shire Council Planning Scheme.

Geographic Location

Wherever is located within the municipal district.

Planning Scheme Zoning

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

Farm Rate

Definition

Any land which is "Farmland" within the meaning of Section 2(1) of the *Valuation of Land Act 1960.*

- Farmland means any rateable land that is 2 or more hectares in area
- used primarily for primary producing purposes from its activities on the land; used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities

That is used by a business:

- That has a significant and substantial commercial purpose of character
- That seeks to make a profit on a continuous or repetitive basis from its activities on the land
- That is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating

Objectives

The objective of this differential rate is to:

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

Characteristics

Farmland is any land which is 'farmland' under the meaning of Section 2(1) of the *Valuation of Land Act 1960.* The characteristics of the planning scheme zoning are applicable to the determination of farmland which will be subject to a differential rate of 80 per cent of the developed land rate. The classification of the land will be determined by the occupation of that land for its best use and have reference to the planning scheme zoning.

Types and Classes

Farmland having the relevant characteristics described below:

- used primarily for primary production purposes, or
- any land that is not defined as Developed Land or Vacant Residential Land

Use of Rate

The differential rate will be used to fund 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.

Level of Rate

65% of the General Rate.

Use of Land

Any use permitted under the Bass Coast Shire Council Planning Scheme.

Geographic Location

Wherever is located within the municipal district.

Planning Scheme Zoning

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

Types of Buildings

All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

Recreational Land

Definition

Recreational Land is any land that has the characteristics of 'recreational lands' as defined by the *Cultural and Recreational Lands Act 1963*

Characteristics

The types and classes of rateable land within this differential are those having the relevant characteristics described above with the additional basis that the land and facilities contribute towards the enjoyment of residents and visitors to the municipal district.

Use of Rate

The differential rate will be used to fund 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.

Level of Rate

60% of the General Rate.

Use of Land

Any use permitted under the Bass Coast Shire Council Planning Scheme.

Geographic Location

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

Planning Scheme Zoning

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to vacant land. The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning.

Types of Buildings

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the 2025-26 financial year.

Advantages of a differential rating system

The advantages of using a differential rating system are:

- There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and/or specific Council policy objectives.
- Differential rating allows Council to incentivise the development of vacant residential land.
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome (e.g. Farming enterprises)
- Allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community.

Disadvantages of a differential rating system

The disadvantages in applying differential ratings summarised below are:

- The justification of the differential rate can at times be difficult for the various groups to accept, giving rise to queries and complaints where the differentials may seem to be excessive
- Differential rates can be confusing to ratepayers, as they may have difficulty understanding the system. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups
- Differential ratings involve a degree of administrative complexity as properties continually shift from one type to another (e.g. vacant residential to developed) requiring Council to update its records. Ensuring the accuracy/integrity of Council's database is critical to ensure that properties are correctly classified into their right category
- Council may not achieve the objectives it aims for through differential ratings. For example, Council may set its differential rate objectives to levy a higher rate on land not developed, however it may be difficult to prove whether the rate achieves those objectives



1.3.5 Special Charge Schemes

The *Local Government Act 1989* recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows Councils to recover the cost of works from property owners who will gain special benefits from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared based on any criteria specified by the Council in the rate (Section 163 (2)). In accordance with Section 163 (3), Council must specify:

- the wards, groups, uses or areas for which the special rate or charge is declared
- the land in relation to which the special rate or special charge is declared
- the manner in which the special rate or special charge will be assessed and levied
- details of the period for which the special rate or special charge remains in force

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is the proof that "special benefit" applies to those being levied. For example, they could be used to fund drainage and street upgrades in a particular township.

Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

1.3.6 Service rate and charges

Section 162 of the *Local Government Act (1989)* provides Council with the opportunity to raise service rates and charges for any of the following services:

- waste, recycling or resource recovery services
- any other prescribed service

Council currently applies a service charge for the collection and disposal of refuse on urban properties and providing waste services for the municipality (street litter bins, transfer station and recycling facilities). Council retains the objective of setting the service charge for waste at a level that fully recovers the cost of the waste services, including providing for the cost of rehabilitation and remediation of the Council's Landfill once it reaches the end of its useful life.

It is recommended that Council retain the existing waste service charge – Should Council elect not to have a waste service charge, this same amount would be required to be raised by way of an increased general rate. This will result in a shift in the rates burden to farms and vacant land assessments that are not currently required to contribute to the waste service charge.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

1.3.7 Collection and administration of rates and charges

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

Payment options

In accordance with the *Local Government Act 1989*, Section 167(1), Ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below, or alternatively a payment in full can be made by 15 February.

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Council offers a range of payment options including:

- in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash)
- online via Council's website, direct debit, BPAY
- Australia Post (over the counter, over the phone via credit card and on the internet)
- by mail (cheques and money orders only)

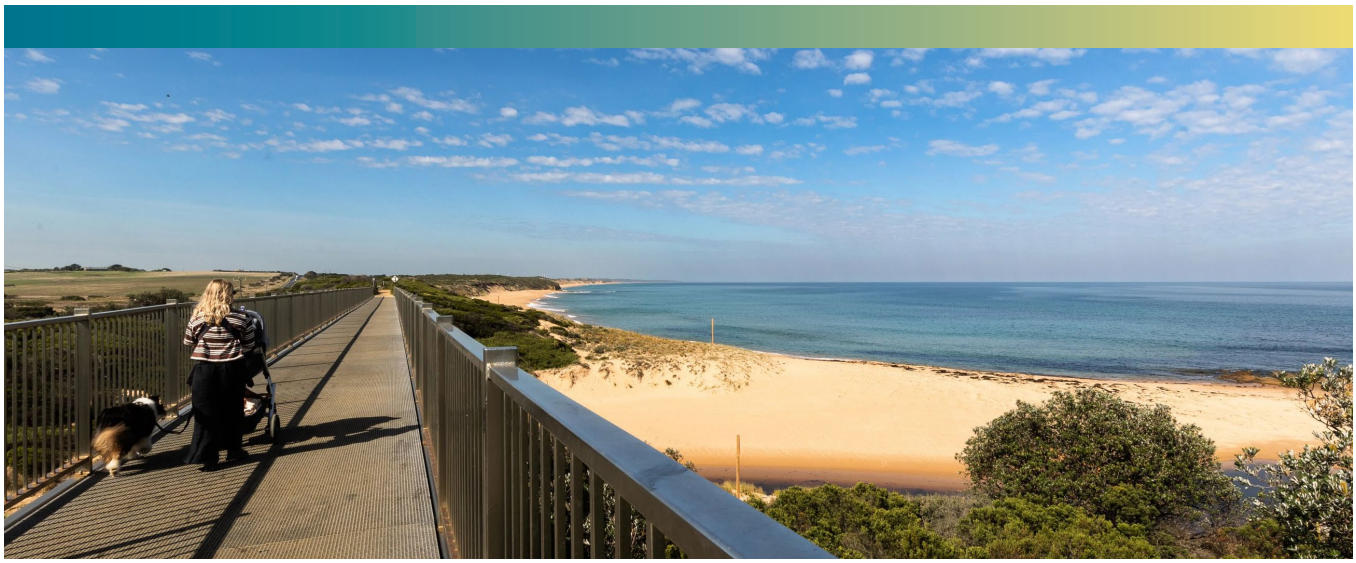
Interest on arrears and overdue rates

Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983,* which is determined by the Minister (currently 10%) and published by notice in the Government Gazette.

Hardship and Financial Hardship Policy

Council adopted an enhanced Hardship and Financial Hardship Policy in July 2024. This policy superseded the previous Financial Hardship Policy and provides broader definitions for Hardship and Financial Hardship which will enable officers to provide better targeted assistance to vulnerable ratepayers who are experiencing difficulties in meeting their rate payment obligations.

This Policy is closely aligned to the requirements and inherent principles of the Draft Ministerial Guidelines that were released by the State Government in 2023. The policy positions Bass Coast as a rating authority that has an empathetic approach to managing arrears rates and helping ratepayers meet their financial obligations. It recognises two thresholds of financial vulnerability, 'hardship' and the more serious concept of 'financial hardship' where payment of rates will result in the ratepayer being unable to afford the necessities of life for themselves or their dependents.



Pensioner rebates

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one prior financial year can be approved by Council on verification of eligibility criteria, for periods prior to this, claims may be approved by the relevant government department.

In addition to State Government pensioner rebates, Council has introduced a 20 per cent Waste Charge rebate for eligible pensioners who hold Centrelink or Veteran Affairs Pension Concession Cards.

Vacant land first home-owners short-term relief rebate

Council has introduced short-term relief for first home-owners, providing relief from the 50 per cent increase in the vacant land rate (from 150% to 200% of the general rate) for a maximum of two years. 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.

Deferred payments

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for eligible ratepayers whose property is their sole place of residency, allowing ratepayers an extended period of time to make payments or alternatively to forestall payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who satisfy the eligibility criteria and have proven financial difficulties. Where Council approves an application for deferral of rates or charges, interest will continue to be levied on the outstanding balance of rates and charges but at an interest rate fixed annually by Council. This deferred interest rate will typically be well under the penalty interest rate levied by Council on unpaid rates and charges.

Ratepayers seeking to apply for such provision will be required to submit a Rates Deferment Application form which is available at the council offices, on the Council website or which can be posted upon request.

Debt recovery

Council makes every effort to contact ratepayers at their correct address, but it is the ratepayer's responsibility to properly advise Council of their contact details.

If an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. If the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with Section 181 of the *Local Government Act 1989*.

Emergency Services and Volunteers Fund (formerly Fire Services Property Levy)

In 2012 the Victorian State Government passed legislation requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by Fire Services Victoria and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap, and increases in the levy are at the discretion of the State Government.

The Fire Services Property Levy will be rebadged as an Emergency Services and Volunteers Fund (ESFV) with effect from 1 July 2025. The State Government has announced that the ad valorem rates for the ESFV will increase significantly and that funds raised will be used to offset the cost of a broad range of emergency services.



1.4 Other revenue items

1.4.1 User fees and charges

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Examples of User Fees and Charges include:

- Kindergarten and Childcare fees
- Leisure Centre, Gym, and Pool visitation and membership fees
- Waste Management fees
- Aged and Health Care service fees
- Leases and facility hire fees

The provision of infrastructure and services form a key part of Council's role in supporting the local community. In providing these, Council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability. Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, Council must determine the extent of cost recovery for services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided based on one of the following pricing methods:

- Market price
- Full cost recovery price
- Subsidised price (partial or full subsidy)

Market pricing (A) is where Council sets prices based on the benchmarked competitive prices of alternate suppliers. Market price would normally reflect full cost recovery plus a margin for profit. Market prices will be used when other providers exist in the given market, and Council needs to ensure that it complies with the principles of Competitive Neutrality and does not set prices or services at levels that are commercially unsustainable.

If a market price is lower than Council's full cost price, then the market price would result in Council subsidising that service. If this situation exists, and there are other suppliers existing in the market at the same price, this indicates that Council is not the most efficient supplier in the marketplace. In this situation, Council should consider whether there it has a community obligation to provide the service or whether it should be providing this service at all.

Full cost recovery price (B) aims to recover all direct and indirect costs incurred by Council. This pricing should be used where a service provided by Council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is a policy objective or equity need that supports the service being subsidised by ratepayers.

Subsidised pricing (C) is where Council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. Council provides the service free of charge) to partial subsidies, where Council provides the service to the user with a discount. The subsidy can be funded from Council's rate revenue or other sources such as Commonwealth and State funding programs or grants.

Full Council Subsidy Pricing and Partial Cost Pricing should always be supported by knowledge of the full cost of providing a service, including the extent of any subsidy.

As per the Victorian Auditor General's Office report "Fees and charges – cost recovery by local government" recommendations, Council has developed a user fee pricing policy to help guide the fair and equitable setting of prices. The policy outlines the process for setting fee prices and includes such principles as:

- Both direct and indirect costs to be considered when setting prices
- Accessibility, affordability and efficient delivery of services must be considered
- Competitive neutrality with commercial providers

Council will develop a table of fees and charges ahead of the release of its annual budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders before the budget is adopted, giving them the chance to review and provide valuable feedback before the fee changes are finalised.

1.4.2 Statutory fees and charges

Statutory fees and fines are those that Council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the relevant State Government department or following the release of the State budget.

Examples of Statutory Fees and Fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

Penalty units are updated annually as part of the State Government Budget. One penalty unit is currently $197.59 (1 July 2024 to 30 June 2025).

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the supreme court registrar of probates is 1.6 fee units.

The value of one fee unit is currently $16.33. This value may increase at the beginning of a financial year, at the same time as penalty units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

1.4.3 Grants

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council will proactively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, Council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine the grants that it wishes to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision/Council Plan and does not lead to a distortion of the Council Plan priorities.

Grant assumptions are then clearly detailed in Council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

1.4.4 Contributions

Contributions represent funds received by Council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to Council in the form of either cash payments or asset handovers.

Examples of Contributions include:

- Monies collected from developers under planning and development agreements
- Monies collected under developer contribution plans and infrastructure contribution plans
- Contributions from user groups towards upgrade of facilities
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any Council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

1.4.5 Interest on investments

Council receives interest on funds managed as part of its investment portfolio. These include funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed in accordance with Council's investment policy, which seeks to earn the best return on funds, whilst minimising risk. Council's investment policy also requires it to invest with financial institutions that do not finance the extraction of resources or fossil fuels.

1.4.6 Borrowings

Whilst not a source of income, borrowing can be an important cash management tool in appropriate circumstances. Loans can only be approved by Council resolution. The following financial sustainability principles must be adhered to with new borrowings:

- Borrowings must only be applied for where it can be proven that repayments can be met in the Long Term Financial Plan
- Borrowings must not be used to fund ongoing operations.
- Borrowings are appropriate for funding large capital works where the benefits are provided to future generations.
- Council will maintain its debt at levels which are sustainable, with:
    - indebtedness <60% of rate and charges revenue
    - debt servicing cost <5% of total revenue (excluding capital revenue).

1.5 Gender Impact Assessment (GIA) statement

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


Fees and
Charges 2026-27
BASS
COAST

This schedule presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the financial year 2026/27. Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation. Statutory fees made in accordance with legislative requirements are updated as of 1 July 2026 and will be reflected on Council's website.

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Rates Fees							
Rate history search - flat fee portion	C	G	Per Search	10%	**$80.00**	**$76.00**	1-Jul-26
Rate history search - per hour portion	C	G	Per Hour	10%	**$80.00**	**$76.00**	1-Jul-26
Land Information Certificate	S	H	Per Certificate	N/A	**$31.40**	**$30.60**	1-Jul-26
Land Information Certificate - 'urgency' fee (i.e. additional to statutory fee)	C	G	Per Certificate	10%	**$54.00**	**$52.00**	1-Jul-26
Refund (Incorrect) Payment fee	C	G	Per refund	10%	**$25.00**	**$23.00**	1-Jul-26
Proof of Ownership Letter - flat fee	C	G	Flat Rate	10%	**$15.00**	**NEW**	1-Jul-26
Transaction Listing - flat fee	C	G	Flat Rate	10%	**$20.00**	**NEW**	1-Jul-26
Rate notice reprint - current year	C	G	Per Notice	10%	**$12.00**	**$11.50**	1-Jul-26
Rate notice reprint - previous years	C	G	Per Notice	10%	**$20.00**	**$19.00**	1-Jul-26
Dishonoured cheque fee	C	G	Flat Rate	10%	**$48.00**	**$47.00**	1-Jul-26
Freedom of information act fees							
Freedom of Information requests - application fee	S	H	Per Request	N/A	**$34.50**	**$33.60**	1-Jul-26
Freedom of Information requests - search time per hour	S	H	Per Request	N/A	**$25.90**	**$25.20**	1-Jul-26
Freedom of Information requests - Photocopying per page	S	H	Per Request	N/A	**$0.20**	**$0.20**	1-Jul-26
Community Hall fees							
Halls - Group A (Cape Paterson, Corinella, Dalyston, Newhaven, Rhyll)							
Hall Per Hour - Standard	C	G	Per Hour	10%	**$22.00**	**$21.00**	1-Jul-26
Hall Per Hour - Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Hall Half Day (- 5 hours) - Subsidised activity support approved	C	C	Per Session	10%	**$32.00**	**$31.00**	1-Jul-26
Hall Full Day (+ 5 hours) - Subsidised activity support approved	C	C	Per Session	10%	**$64.00**	**$62.00**	1-Jul-26
Kitchen - Standard (per day when booked with Hall)	C	G	Per Session	10%	**$22.00**	**$21.00**	1-Jul-26
Kitchen -Subsidised (per day when booked with Hall)	C	C	Per Session	10%	**$10.00**	**$10.00**	1-Jul-26
Hall Cleaning Charge - Standard	C	G	Per Session	10%	**$321.00**	**$312.00**	1-Jul-26
Hall Cleaning Charge - Subsidised	C	C	Per Session	10%	**$161.00**	**$156.00**	1-Jul-26
Hall Function Surcharge (30 or more people) - Standard	C	G	Per Session	10%	**$112.00**	**$109.00**	1-Jul-26
Halls - Group B (Krowera, Kernot, Glen Alvie, Coronet Bay)							
Hall Per Hour pro rata - Standard	C	G	Per Hour	10%	**$22.00**	**$21.00**	1-Jul-26
Hall Per Hour pro rata - Subsidised	C	C	Per Hour	10%	**$8.00**	**$8.00**	1-Jul-26
Hall Half Day (- 5 hours) - Subsidised activity support approved	C	C	Per Session	10%	**$26.00**	**$25.00**	1-Jul-26
Hall Full Day (+ 5 hours) - Subsidised activity support approved	C	C	Per Session	10%	**$52.00**	**$50.00**	1-Jul-26
Venue Cleaning Charge - Standard	C	G	Per Session	10%	**$321.00**	**$312.00**	1-Jul-26
Venue Cleaning Charge - Subsidised (if not cleaned by hirer)	C	C	Per Session	10%	**$161.00**	**$156.00**	1-Jul-26
Hall Function Surcharge (30 or more people) - Standard	C	G	Per Session	10%	**$112.00**	**$109.00**	1-Jul-26
Advertising package Inverloch Visitor Information Centre Package A	C	G	Per Package	10%	**$113.00**	**$110.00**	1-Jul-26
Advertising package Inverloch Visitor Information Centre Package B plus DL brochures	C	G	Per Package	10%	**$227.00**	**$220.00**	1-Jul-26
Newhaven Visitor Information Centre Internal advertising board	C	G	Per Year	10%	**$1,854.00**	**$1,800.00**	1-Jul-26
Newhaven Visitor Information Centre Deck facia advertising board	C	G	Per Year	10%	**$839.00**	**$815.00**	1-Jul-26
Road side display board (1.2m x 2.4m) per week (maximum 2 weeks) - business	C	G	Per Week	10%	**$139.00**	**$135.00**	1-Jul-26
Family activities	C	G	Per Booking	10%	**$5.00**	**$10.00**	1-Jul-26
DPI Prospectus Agreement - DL brochure displayed at Newhaven VIC only	C	G	Per Booking	10%	**$155.00**	**$150.00**	1-Jul-26

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
DPI Prospectus Agreement - DL brochure displayed at VICs & A poster @ Newhaven	C	G	Per Package Sold	10%	**$515.00**	**$500.00**	1-Jul-26
Map distribution for non members (per pad of 200 sheets)	C	G	Per Unit	10%	**$52.00**	**$50.00**	1-Jul-26
DPI Prospectus Agreement with Operators	C	G	Per Package Sold	10%	**$88.00**	**$85.00**	1-Jul-26
Film permit fee - commerical	C	D	Per Film	10%	**$132.00**	**$128.00**	1-Jul-26
Event permit fee - commercial	C	D	Per event	10%	**$132.00**	**$128.00**	1-Jul-26
Grantville Transaction Centre Meeting Room Per hour - Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Grantville Transaction Centre Meeting Room Per hour - Standard	C	G	Per Hour	10%	**$18.00**	**$17.00**	1-Jul-26
Wonthaggi Town Hall - Foyer - Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Wonthaggi Town Hall - Foyer - Standard	C	G	Per Hour	10%	**$18.00**	**$17.00**	1-Jul-26
Wonthaggi Town Hall - Main Hall - Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Wonthaggi Town Hall - Main Hall - Standard	C	G	Per Hour	10%	**$21.00**	**$20.00**	1-Jul-26
Wonthaggi Town Hall - Main Hall Late cancellation fee - within 7 days	C	G	Per Booking	10%	**100% of hire fee**	**100% of hire fee**	1-Jul-26
Wonthaggi Kitchen - Subsidised (standalone booking)	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Wonthaggi Kitchen - Standard (standalone booking)	C	G	Per Hour	10%	**$21.00**	**$20.00**	1-Jul-26
Wonthaggi Kitchen - Subsidised (when booked with Hall or Foyer)	C	C	Per Booking	10%	**$10.00**	**$10.00**	1-Jul-26
Wonthaggi Kitchen - Standard (when booked with Hall or Foyer)	C	G	Per Booking	10%	**$21.00**	**$20.00**	1-Jul-26
Inverloch Community Hub - Community Hall Per hour – Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Inverloch Community Hub - Community Hall Per hour – Standard	C	G	Per Hour	10%	**$21.00**	**$20.00**	1-Jul-26
Inverloch Community Hub - Meeting Room Per hour – Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Inverloch Community Hub - Meeting Room Per hour – Standard	C	G	Per Hour	10%	**$21.00**	**$20.00**	1-Jul-26
Inverloch Community Hub - Stadium Per hour – Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Inverloch Community Hub - Stadium Per hour – Standard	C	G	Per Hour	10%	**$21.00**	**$20.00**	1-Jul-26
Inverloch Community Hub - Stadium Casual Court Hire	C	G	Per Hour	10%	**$5.00**	**$5.00**	1-Jul-26
Inverloch Community Hub - Internal Street Per hour – Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Inverloch Community Hub - Internal Street Per hour – Standard	C	G	Per Hour	10%	**$26.00**	**$25.00**	1-Jul-26
Inverloch Community Hub - Office Space Per hour – Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Inverloch Community Hub - Office Space Per hour – Standard	C	G	Per Hour	10%	**$21.00**	**$20.00**	1-Jul-26
Inverloch Community Hub - Kitchen Per hour - Subsidised	C	C	Per hour	10%	**$10.00**	**$10.00**	1-Jul-26
Inverloch Community Hub - Kitchen Per hour - Standard	C	G	Per hour	10%	**$21.00**	**$20.00**	1-Jul-26
Newhaven Visitor Info Centre Meeting Room Per hour – Subsidised	C	C	Per Hour	10%	**$10.00**	**$10.00**	1-Jul-26
Newhaven Visitor Info Centre Meeting Room Per hour – Standard	C	G	Per Hour	10%	**$21.00**	**$20.00**	1-Jul-26
Community Hirers Liability Insurance							
Public Liability Insurance Policy Part A	C	G	Per Booking	N/A	**$25.00**	**NEW**	1-Jul-26
Public Liability Insurance Gap Claim Part A	C	G	Per Claim	N/A	**$500.00**	**$500.00**	1-Jul-26
Public Liability Insurance Gap Claim Part B	C	G	Per Claim	N/A	**$1,000.00**	**$1,000.00**	1-Jul-26
Bass Coast Cultural Venues - Venue Hire							
Cowes - Standard - All Community Rooms	C	G	Per Hour	10%	**$62.00**	**$60.00**	1-Jan-27
Cowes - Standard - Large Community Room	C	G	Per Hour	10%	**$39.00**	**$38.00**	1-Jan-27
Cowes - Standard - Medium Community Room	C	G	Per Hour	10%	**$31.00**	**$30.00**	1-Jan-27
Cowes - Standard - Small Community Room	C	G	Per Hour	10%	**$21.00**	**$20.00**	1-Jan-27
Cowes - Standard - Grand Hall (additional charge)	C	G	Per Hour	10%	**$139.00**	**$135.00**	1-Jan-27

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Cowes - Gallery EOI exhibition commission	C	C	Percentage	10%	**20%**	**20%**	1-Jan-27
Cowes - Commissioned Exhibition Gallery Fee	C	G	Percentage	10%	**20%**	**30%**	1-Jan-27
Cowes - Standard - Small Meeting Room	C	G	Per Hour	10%	**$13.00**	**$12.00**	1-Jan-27
Cowes - Standard - Large Meeting Room	C	G	Per Hour	10%	**$16.00**	**$15.00**	1-Jan-27
Cowes - Standard - Co-Working (Per Desk)	C	G	Per Day	10%	**$46.00**	**$45.00**	1-Jan-27
Wonthaggi - Standard - Performance - 5 Hours	C	G	Per Day	10%	**$1,110.00**	**$1,072.00**	1-Jan-27
Cowes - Standard - Performance - 5 Hours	C	G	Per Day	10%	**$930.00**	**$910.00**	1-Jan-27
Conference/Presentation - 5 hours	C	G	Per Day	10%	**$910.00**	**$900.00**	1-Jan-27
Conference/Presentation - 5 hours	C	G	Per Day	10%	**$910.00**	**$900.00**	1-Jan-27
Technical/Rehearsal/Additional Performance - 5 Hours	C	G	Per Day	10%	**$560.00**	**$550.00**	1-Jan-27
Cowes - Standard - Community Room Hire - Accompanying Auditorium Hire	C	G	Per Day	10%	**$110.00**	**$104.00**	1-Jan-27
Standard - Additional Hours	C	G	Per Hour	10%	**$180.00**	**$175.00**	1-Jan-27
Black Out Day/Dark Tenancy	C	G	Per Day	10%	**$220.00**	**$210.00**	1-Jan-27
Venue Restore to Standard Rig	C	G	Per Day	10%	**$520.00**	**$500.00**	1-Jan-27
Staff costs apply to all Cultural Facilities venues, where applicable. Minimum of one staff member costed for each hour of hire. Additional staff costed as required. Staff costs are based on relevant pay rate with 25% added to cover on costs. These fees & charges apply by calendar year and will be effective for period 1st January 2027 to 31st December 2027.							
Discounts Available: Non-commercial hirers, organisations, and community groups may apply for a discount on non staff charges when making a booking. Venue hire fees are set based on the capacity to pay, with three categories with example hirer types. Commercial (100% Full Charge) – Applies to businesses, private hirers, large organisations, and touring performances that generate income or charge for their services, and others. Organisation Rate (70% of Commercial Rate) – Applies to internal bookings, small businesses, creative industries presenting new work, community groups from outside Bass Coast, private schools, sporting clubs, and government agencies, and others Community Rate (50% of Commercial Rate) – Applies to registered not-for-profits, micro businesses (fewer than 4 staff), community groups within Bass Coast, state-run schools, local traders' associations, and creative industries focused on community engagement, and others.							
Bass Coast Cultural Venues - Other Charges							
Staffing (minimum three hours):							
Technical Staff	C	G	Per Hour	10%	**$69.00**	**$67.00**	1-Jan-27
Front of House Staff	C	G	Per Hour	10%	**$59.00**	**$56.00**	1-Jan-27
Contracted Staffing	C	G	Percentage	10%	**Cost + 10%**	**Cost + 10%**	1-Jan-27
Ticketing:							
Standard - Booking Fee	C	G	Per Ticket	10%	**$4.50**	**$4.50**	1-Jan-27
Standard - Complementary tickets issued	C	C	Per Ticket	10%	**$2.00**	**$2.00**	1-Jan-27
Standard - Cancellation Fee	C	G	Per Patron Booking	10%	**$4.50**	**$4.50**	1-Jan-27
Standard - Rescheduling Fee	C	G	Per Performance	10%	**$52.00**	**$50.00**	1-Jan-27
Other Charges:							
Missed Meal Break	C	G	Per staff member	10%	**$72.00**	**$70.00**	1-Jan-27

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Rider Ordering/Catering	C	G	Percentage	10%	**Cost + 20%**	**Cost + 20%**	1-Jan-27
Hired or sourced equipment or services	C	G	Percentage	10%	**Cost + 10%**	**Cost + 10%**	1-Jan-27
Planning Fees							
Pre-application (Advanced)	C	G	Per Request	10%	**$500.00**	**NEW**	1-Jul-26
Pre-application (Basic)	C	G	Per Request	10%	**$300.00**	**NEW**	1-Jul-26
Approval and registration for Section 173 agreements	C	G	Per Agreement	10%	**$1,149.00**	**$1,116.00**	1-Jul-26
Notification	C	G	Per Mail out	10%	**$502.00**	**$487.00**	1-Jul-26
Planning information request	C	G	Per Request	10%	**$266.00**	**$258.00**	1-Jul-26
Copy of planning permit documents (archive file retrieval)	C	G	Per file	10%	**$180.00**	**$85.00**	1-Jul-26
Title Search	C	G	Per Request	10%	**$50.00**	**NEW**	1-Jul-26
Public Open Space Valuation	C	G	Per Request	10%	**TBA**	**NEW**	1-Jul-26
Application or amendment under secondary consent if the estimated cost of any additional development to be permitted by the amendment is:							
$10 000 or less	C	G	Per Amendment	10%	**$400.00**	**$346.00**	1-Jul-26
More than $10,000 but not more than $50,000	C	G	Per Amendment	10%	**$536.00**	**$520.00**	1-Jul-26
More than $50,000 but not more than $100,000	C	G	Per Amendment	10%	**$750.00**	**$728.00**	1-Jul-26
More than $100,000	C	G	Per Amendment	10%	**$1,071.00**	**$1,040.00**	1-Jul-26
Planning permit - extension of time 1st or 2nd request	C	G	Per Request	10%	**$428.00**	**$416.00**	1-Jul-26
Planning permit - extension of time 3rd or 4th request	C	G	Per Request	10%	**$643.00**	**$624.00**	1-Jul-26
Planning permit - extension of time 5th request or more	C	G	Per Request	10%	**$803.00**	**$780.00**	1-Jul-26
Amendment to a permit to change the use of land allowed by the permit or allow a new use of land	S	H	Per Amendment	N/A	**$1,537.00**	**$1,496.10**	1-Jul-26
Amendment to a permit to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit	S	H	Per Amendment	N/A	**$1,537.00**	**$1,496.10**	1-Jul-26
Application for permit to develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of the development is:							
Application for permit to develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of the development is: Up to $10,000	S	H	Per Application	N/A	**$233.10**	**$226.90**	1-Jul-26
Application for permit to develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of the development is: $10,001 to $100,000	S	H	Per Application	N/A	**$734.00**	**$714.40**	1-Jul-26
Application for permit to develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of the development is: $100,001 to $500,000	S	H	Per Application	N/A	**$1,502.50**	**$1,462.50**	1-Jul-26
Application for permit to develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of the development is: $500,001 to $1,000,000	S	H	Per Application	N/A	**$1,623.40**	**$1,580.10**	1-Jul-26
Application for permit to develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of the development is: $1,000,001 to $2,000,000	S	H	Per Application	N/A	**$1,744.30**	**$1,697.80**	1-Jul-26
VicSmart application fee if the estimated cost of the development is:							
VicSmart application fee if the estimated cost of the development is: Up to $10,000	S	H	Per Application	N/A	**$233.10**	**$226.90**	1-Jul-26

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
VicSmart application fee if the estimated cost of the development is: More than $10,000	S	H	Per Application	N/A	**$500.80**	**$487.50**	1-Jul-26
VicSmart application fee if the estimated cost of the development is: VicSmart Application to subdivide or consolidate land	S	H	Per Application	N/A	**$233.10**	**$226.90**	1-Jul-26
Application for permit for all other development of land if the estimated cost of the development is:							
Application for permit for all other development of land if the estimated cost of the development is: Up to $100,000	S	H	Per Application	N/A	**$1,338.40**	**$1,302.80**	1-Jul-26
Application for permit for all other development of land if the estimated cost of the development is: $100,001 to $1,000,000	S	H	Per Application	N/A	**$1,804.70**	**$1,756.60**	1-Jul-26
Application for permit for all other development of land if the estimated cost of the development is: $1,000,001 to $5,000,000	S	H	Per Application	N/A	**$3,980.70**	**$3,874.70**	1-Jul-26
Application for permit for all other development of land if the estimated cost of the development is: $5,000,001 to $15,000,000	S	H	Per Application	N/A	**$10,146.10**	**$9,875.90**	1-Jul-26
Application for permit for all other development of land if the estimated cost of the development is: $15,000,000 to $50,000,000	S	H	Per Application	N/A	**$29,920.30**	**$29,123.30**	1-Jul-26
Application for permit for all other development of land if the estimated cost of the development is: More than $50,000,000	S	H	Per Application	N/A	**$67,249.40**	**$65,458.10**	1-Jul-26
Application for permit to subdivide an existing building	S	H	Per Application	N/A	**$1,537.00**	**$1,496.10**	1-Jul-26
Application for permit to subdivide land into two lots	S	H	Per Application	N/A	**$1,537.00**	**$1,496.10**	1-Jul-26
Application for permit to effect a realignment of a common boundary between 2 lots or to consolidate 2 or more lots	S	H	Per Application	N/A	**$1,537.00**	**$1,496.10**	1-Jul-26
Application for permit to subdivide land	S	H	Per 100 lots created	N/A	**$1,537.00**	**$1,496.10**	1-Jul-26
Application for a permit to: Create, vary or remove a restriction within the meaning of the Subdivision Act 1988;or Create or move a right of way; or Create, vary or remove an easement other than a right of way; or Vary or remove a condition in the nature of an easement (other than a right of way) in a Crown grant.	S	H	Per Application	N/A	**$1,537.00**	**$1,496.10**	1-Jul-26
Application for a permit not otherwise provided for in the regulations	S	H	Per Application	N/A	**$1,537.00**	**$1,496.10**	1-Jul-26
An amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of land for a single dwelling per lot) —to change the statement of what the permit allows; —to change any or all of the conditions which apply to the permit.	S	H	Per Application	N/A	**$1,537.00**	**$1,496.10**	1-Jul-26
An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is:							
An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is: $10 000 or less	S	H	Per Application	N/A	**$233.10**	**$226.90**	1-Jul-26
An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is: More than $10,000 but not more than $100,000	S	H	Per Application	N/A	**$734.00**	**$714.40**	1-Jul-26

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is: More than $100,000 but not more than $500,000	S	H	Per Application	N/A	**$1,502.50**	**$1,462.50**	1-Jul-26
An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is: More than $500,000	S	H	Per Application	N/A	**$1,623.40**	**$1,580.10**	1-Jul-26
An amendment to a permit that is the subject of a VicSmart application, if the estimated cost of the additional development is:							
An amendment to a permit that is the subject of a VicSmart application, if the estimated cost of the additional development is:$10,000 or less	S	H	Per Application	N/A	**$233.10**	**$226.90**	1-Jul-26
An amendment to a permit that is the subject of a VicSmart application, if the estimated cost of the additional development is:More than $10,000	S	H	Per Application	N/A	**$500.80**	**$487.50**	1-Jul-26
Amendment to a class 9 permit - subdivide or consolidate land	S	H	Per Application	N/A	**$233.10**	**$226.90**	1-Jul-26
Amendment to a class 10 permit (a VicSmart application other than a class 7, 8 or 9 permit)	S	H	Per Application	N/A	**$233.10**	**$226.90**	1-Jul-26
Certificate of Compliance under Section 97N	S	H	Per Certificate	N/A	**$379.90**	**$369.80**	1-Jul-26
For a planning certificate application not made electronically	S	H	Per Certificate	N/A	**$25.90**	**$25.20**	1-Jul-26
For a planning certificate application made electronically	S	H	Per Certificate	N/A	**$8.50**	**$8.20**	1-Jul-26
Agreement to a proposal to amend or end a Section 173 agreement	S	H	Per Agreement	N/A	**$768.50**	**$748.00**	1-Jul-26
Satisfaction Matters - Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, Public Authority or Municipal Council	S	H	Per Application	N/A	**$379.90**	**$369.80**	1-Jul-26
Certification of a plan of subdivision	S	H	Per Certification	N/A	**$203.80**	**$198.40**	1-Jul-26
Alteration of plan	S	H	Per Alteration	N/A	**$129.50**	**$126.10**	1-Jul-26
Amendment of certified plan	S	H	Per Amendment	N/A	**$164.10**	**$159.70**	1-Jul-26
Removal of a Protected Tree	C	G	Per tree	10%	**$1,545.00**	**$238.00**	1-Jul-26
Removal of a Significant Tree	C	G	Per tree	10%	**$1,545.00**	**$1,500.00**	1-Jul-26
Lopping / Pruning of a significant or protected tree	C	G	Per tree	10%	**$118.00**	**$108.00**	1-Jul-26
Any works in the Tree Protection Zone of a Protected or Significant Tree	C	G	Per tree	10%	**$118.00**	**$114.50**	1-Jul-26
Pre-application written advice - where the Minister is the Responsible Authority	C	G	Per Request	10%	**25% of the applicable class fee (inclusive of GST)**	**NEW**	1-Jul-26
Pre-application meeting (in addition to written advice) – where the Minister is the Responsible Authority	C	G	Per Meeting	10%	**25% of the applicable class fee (inclusive of GST)**	**NEW**	1-Jul-26
Re-checking Plans to Comply (2nd and subsequent submissions)	C	G	Per Request	10%	**$356.00**	**NEW**	1-Jul-26
Checking of engineering plans (the estimated cost of construction works proposed in the engineering plan - max. fee)	S	H	Per Subdivision	N/A	**0.75%**	**0.75%**	1-Jul-26
Engineering plan prepared by Council - (the estimated cost of works proposed in the engineering plan - max. fee)	S	H	Per Subdivision	N/A	**3.50%**	**3.50%**	1-Jul-26
Supervision of works - (the estimated cost of construction of the works - max. fee)	S	H	Per Subdivision	N/A	**2.50%**	**2.50%**	1-Jul-26
Amendments to Planning Schemes:							

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Stage 1: a) Considering a request to amend a planning scheme amendment; and b) Exhibition and notice of the amendment; and c) Considering any submissions which do not seek a change to the amendment; and d) If applicable, abandoning the amendment	S	H	Per Scheme	N/A	**$3,557.60**	**$3,462.90**	1-Jul-26
Stage 2: Considering submissions which seek a change to the amendment, and where necessary referring the submissions to a panel:							
Up to 10 submissions	S	H	Per Scheme	N/A	**$17,632.70**	**$17,163.00**	1-Jul-26
11 to 20 submissions	S	H	Per Scheme	N/A	**$35,230.80**	**$34,292.40**	1-Jul-26
More than 20 submissions	S	H	Per Scheme	N/A	**$47,095.30**	**$45,840.90**	1-Jul-26
Stage 3: a) Adopting the amendment or part of an amendment; and b) Submitting the amendment for approval by the Minister; and c) Giving notice of the approval of the amendment	S	H	Per Scheme	N/A	**$561.30**	**$546.30**	1-Jul-26
Stage 4:a) Consideration by the Minister of a request to approve an amendment; and b) Giving notice of approval of an amendment	S	H	Per Scheme	N/A	**$561.30**	**$546.30**	1-Jul-26
Building Fees							
Digital image 3MB @ 300 dpi or part thereof	C	G	Per Image	10%	**$65.00**	**$63.00**	1-Jul-26
Data supply cost - hourly cost (minimum 2 hours)	C	G	Per Hour	10%	**$197.00**	**$191.00**	1-Jul-26
Building Fees Legal Point of Discharge Certificate	S	H	Per Report	N/A	**$244.70**	**$238.20**	1-Jul-26
Building Fees Drainage Plans Application Fee	C	G	Per Plan	10%	**$101.00**	**$88.00**	1-Jul-26
Asset protection permit fee	C	G	Per Permit	N/A	**$380.00**	**$356.00**	1-Jul-26
Asset protection bond	C	B	Per Permit	N/A	**Between $1,050 and $5,250**	**Between $1,050 and $5,250**	1-Jul-26
Road Occupation permit fee (all minor works)	S	H	Per Permit	N/A	**$103.60**	**$101.00**	1-Jul-26
Road Occupation permit fee (Minor Works - on roadway, pathway or shoulder)	S	H	Per Permit	N/A	**$160.60**	**$156.30**	1-Jul-26
Road Occupation permit fee (Works - not on roadway, pathway or shoulder) > 50 km/hr Zone	S	H	Per Permit	N/A	**$405.80**	**$395.00**	1-Jul-26
Road Occupation permit fee (Works - on roadway, pathway or shoulder) > 50 km/hr Zone	S	H	Per Permit	N/A	**$744.30**	**$724.50**	1-Jul-26
Road Occupation permit fee (Works - not on roadway, pathway or shoulder) = 50 km/hr zone	S	H	Per Permit	N/A	**$103.60**	**$101.00**	1-Jul-26
Road Occupation permit fee (Works - on roadway, pathway or shoulder) = 50 km/hr zone	S	H	Per Permit	N/A	**$405.80**	**$395.00**	1-Jul-26
Road Occupation Bond	C	B	Per Permit	N/A	**Between $1,050 and $5,250**	**Between $1,050 and $5,250**	1-Jul-26
Administration fees Road Occupation Fee-Every Permit	C	G	Per Permit	N/A	**$160.00**	**$140.00**	1-Jul-26
Report and Consent	S	H	Per App	N/A	**$474.10**	**$461.40**	1-Jul-26
Report and Consent - Protection of Public Reg 116.	S	H	Per App	N/A	**$343.70**	**$334.50**	1-Jul-26
Property Certificates	S	H	Per Property	N/A	**$55.10**	**$53.60**	1-Jul-26
Build over easement	S	H	Per App	N/A	**$474.10**	**$461.40**	1-Jul-26
Demolition Consent 29(A)	S	H	Per App	N/A	**$99.30**	**$96.70**	1-Jul-26
Lodgement of Swimming pool and spa Certificate of non-compliance	S	H	Per Certificate	N/A	**$449.00**	**$437.10**	1-Jul-26
Lodgement of Swimming pool and spa Certificate of compliance	S	H	Per Certificate	N/A	**$23.80**	**$23.20**	1-Jul-26
Information search Fee for Swimming Pool/Spa registration	S	H	Per Pool/Spa	N/A	**$55.10**	**$53.60**	1-Jul-26
Registration of Swimming Pool/Spa	S	H	Per Pool/Spa	N/A	**$37.10**	**$36.10**	1-Jul-26
Lodgement of private building surveyors building permit documentation	S	H	Per App	N/A	**$142.10**	**$138.30**	1-Jul-26
Building Permit - Renewal (if permit has lapsed)	C	G	Per Renewal	10%	**$670.00**	**$650.00**	1-Jul-26
Building Permit - Final inspection (if permit has lapsed)	C	G	Per Inspection	10%	**$333.00**	**$323.00**	1-Jul-26

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Building Permit - Extension of time (Existing permit)	C	G	Per Extension	10%	**$333.00**	**$323.00**	1-Jul-26
Building Permit - Amendment to plans	C	G	Per Amendment	10%	**$502.00**	**$487.00**	1-Jul-26
Retrieval and copy of building plans	C	G	Per Request	10%	**$240.00**	**$233.00**	1-Jul-26
Siting approval for temporary structure (application fee)	C	G	Per Event	10%	**$706.00**	**$685.00**	1-Jul-26
Amendment to siting application	C	G	Per Application	10%	**$214.00**	**$208.00**	1-Jul-26
Site approval - per structure (i.e. temporary structures at public events)	C	G	Per Structure	10%	**$96.00**	**$93.00**	1-Jul-26
Place of Public Entertainment Permit (POPE): 500 - 1,000 square metres	C	G	Per Permit	10%	**$715.00**	**$694.00**	1-Jul-26
Place of Public Entertainment Permit (POPE): 1,001 - 5,000 square metres	C	G	Per Permit	10%	**$1,427.00**	**$1,385.00**	1-Jul-26
Place of Public Entertainment Permit (POPE): 5,001 - 10,000 square metres	C	G	Per Permit	10%	**$2,141.00**	**$2,079.00**	1-Jul-26
Place of Public Entertainment Permit (POPE): 10,001 or more square metres	C	G	Per Permit	10%	**$2,854.00**	**$2,771.00**	1-Jul-26
Building Fees - New and Relocated Dwellings Under $100,000	C	G	Per Permit	10%	**$2,061.00**	**$2,001.00**	1-Jul-26
Building Fees - New and Relocated Dwellings $100,001 - $250,000	C	G	Per Permit	10%	**$2,739.00**	**$2,659.00**	1-Jul-26
Building Fees - New and Relocated Dwellings $250,001 - $500,000	C	G	Per Permit	10%	**$3,431.00**	**$3,331.00**	1-Jul-26
Building Fees - New and Relocated Dwellings $500,000 - $750,000	C	G	Per Permit	10%	**$6,850.00**	**$6,650.00**	1-Jul-26
Building Fees - Additions and Alterations Cost up to $60,000	C	G	Per Permit	10%	**$1,370.00**	**$1,330.00**	1-Jul-26
Building Fees - Additions and Alterations Cost over $60,000	C	G	Per Permit	10%	**$2,460.00**	**$2,388.00**	1-Jul-26
Swimming Pool/Spa Certificate of Barrier Compliance	C	G	Per Permit	10%	**$474.00**	**$460.00**	1-Jul-26
Additional Swimming Pool Inspections	C	G	Per Inspection	10%	**$130.00**	**$126.00**	1-Jul-26
Building Fees - Outbuilding, Fences, Swimming Pools and Decking Under $35,000	C	G	Per Permit	10%	**$1,342.00**	**$1,303.00**	1-Jul-26
Building Fees - Outbuilding, Fences, Swimming Pools and Decking $35,000 - $100,000	C	G	Per Permit	10%	**$1,782.00**	**$1,730.00**	1-Jul-26
Building Fees - Outbuilding, Fences, Swimming Pools and Decking $100,000+	C	G	Per Permit	10%	**$2,460.00**	**$2,388.00**	1-Jul-26
Building Fees - All other classes - Class 2, 3, 4, 5, 6, 7, 8 & 9 buildings up to $20,000	C	G	Per Permit	10%	**$1,342.00**	**$1,303.00**	1-Jul-26
Building Fees - All other classes - Class 2, 3, 4, 5, 6, 7, 8 & 9 buildings $20,001 - $100,000	C	G	Per Permit	10%	**$1,782.00**	**$1,730.00**	1-Jul-26
Building Fees - All other classes - Class 2, 3, 4, 5, 6, 7, 8 & 9 buildings $100,001 - $250,000	C	G	Per Permit	10%	**$2,739.00**	**$2,659.00**	1-Jul-26
Building Fees - All other classes - Class 2, 3, 4, 5, 6, 7, 8 & 9 buildings $250,001 - $500,000	C	G	Per Permit	10%	**$3,431.00**	**$3,331.00**	1-Jul-26
Building Fees - All other classes - Class 2, 3, 4, 5, 6, 7, 8 & 9 buildings $500,000 - $750,000	C	G	Per Permit	10%	**$6,850.00**	**$6,650.00**	1-Jul-26
Building Fees - All other classes - Class 2, 3, 4, 5, 6, 7, 8 & 9 buildings $750,000 - $1,000,000	C	G	Per Permit	10%	**$10,279.00**	**$9,980.00**	1-Jul-26
Building Fees - All other classes - Class 2, 3, 4, 5, 6, 7, 8 & 9 buildings $1,000,001 - $5,000,000	C	G	Per Permit	10%	**$13,699.00**	**$13,300.00**	1-Jul-26
Building Fees - All other classes - Class 2, 3, 4, 5, 6, 7, 8 & 9 buildings $5,000,001+	C	G	Per Permit	10%	**$20,546.00**	**$19,948.00**	1-Jul-26
Fire Safety Determination (Small Building under 500sqm & 2 stories)	C	G	Per Inspection	10%	**$664.00**	**$645.00**	1-Jul-26
Fire Safety Determination Medium Building (500-100sqm & 3 stories)	C	G	Per inspection	10%	**$1,988.00**	**$1,930.00**	1-Jul-26
Fire Safety Determination Large Building (more than 100m2 or more than 3 stories)	C	G	Per inspection	10%	**$3,316.00**	**$3,219.00**	1-Jul-26
Sporting fields and Park hire fees							
Sports fields Not for profit within municipality - hourly	C	C	Hourly	10%	**$13.00**	**$12.50**	1-Jul-26

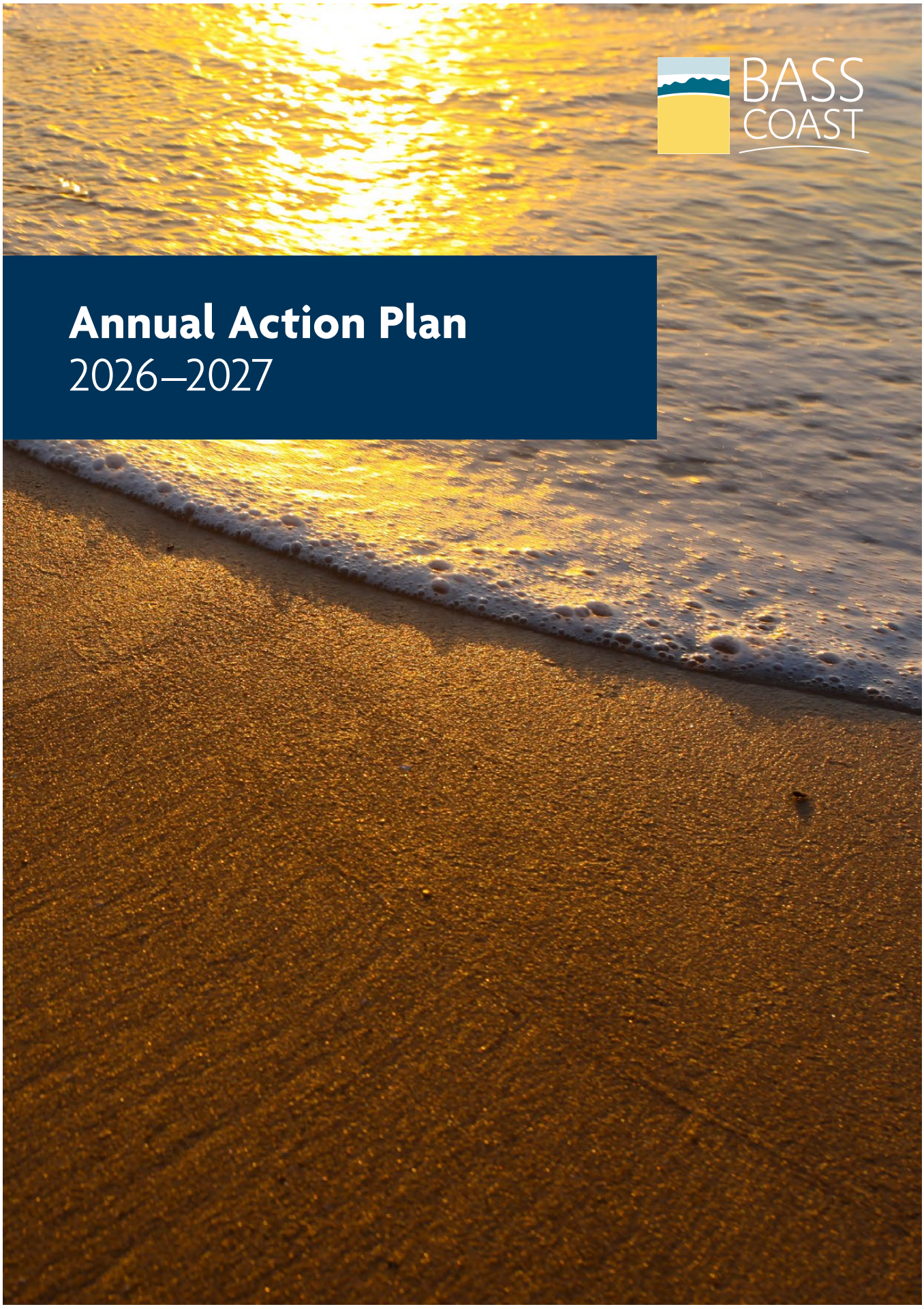
Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Sports fields Not for profit within municipality - full day (8+ hours)	C	C	Per Session	10%	**$103.00**	**$100.00**	1-Jul-26
Sports fields Commercial hirers - hourly	C	G	Hourly	10%	**$41.00**	**$40.00**	1-Jul-26
Sports fields Commercial hirers - full day (8+ hours)	C	G	Per Session	10%	**$330.00**	**$320.00**	1-Jul-26
Sports fields Not for profit outside municipality - hourly	C	C	Hourly	10%	**$26.00**	**$25.00**	1-Jul-26
Sports fields Not for profit outside municipality - full day (8+ hours)	C	C	Per Session	10%	**$206.00**	**$200.00**	1-Jul-26
Waste Fees							
Hard waste at call collection fees	C	G	Per Call	10%	**$162.00**	**$162.00**	1-Jul-26
Upsize landfill bin 120L to 240L	C	C	Per Bin	10%	**$133.00**	**$123.60**	1-Jul-26
Upsize landfill bin 120L to 240L with a medical exemption	C	C	Per Bin	N/A	**$0.00**	**$0.00**	1-Jul-26
Additional 120L landfill bin	C	C	Per Bin	10%	**$168.00**	**$160.00**	1-Jul-26
Additional 240L landfill bin	C	C	Per Bin	10%	**$291.00**	**$283.00**	1-Jul-26
Additional 240L recycling bin	C	C	Per Bin	10%	**$132.00**	**$128.00**	1-Jul-26
Additional 240L organics bin	C	C	Per Bin	10%	**$166.00**	**$161.00**	1-Jul-26
Additional 120L landfill bin - Commercial	C	C	Per Bin	10%	**$174.00**	**$161.50**	1-Jul-26
Additional 240L landfill bin - Commercial	C	C	Per Bin	10%	**$309.00**	**$286.50**	1-Jul-26
Additional 240L recycling bin - Commercial	C	C	Per Bin	10%	**$132.00**	**$128.00**	1-Jul-26
Additional 240L organics bin - Commercial	C	C	Per Bin	10%	**$166.00**	**$161.00**	1-Jul-26
Transfer station fees green waste up to 120L	C	C	Per Load	10%	**$3.00**	**$2.50**	1-Jul-26
Transfer station fees green waste up to 240L	C	C	Per Load	10%	**$5.00**	**$5.00**	1-Jul-26
Green waste per tonne - Grantville ONLY	C	C	Per Tonne	10%	**$54.00**	**$52.00**	1-Jul-26
Transfer station fees green waste car/boot	C	C	Per Load	10%	**$8.00**	**$7.50**	1-Jul-26
Transfer station fees green waste trailers	C	C	Per Load	10%	**$15.00 - $123.00**	**$14.50 - $119.50**	1-Jul-26
Transfer station fees green waste per cubic metre	C	C	Per Cubic Metre	10%	**$21.00**	**$20.00**	1-Jul-26
Transfer station fees domestic landfill up to 120L	C	C	Per Load	10%	**$12.00**	**$11.00**	1-Jul-26
Transfer station fees domestic landfill up to 240L	C	D	Per Load	10%	**$22.00**	**$20.00**	1-Jul-26
Transfer station fees domestic landfill car/ boot	C	C	Per Load	10%	**$28.00**	**$26.00**	1-Jul-26
Transfer station fees domestic landfill trailers	C	C	Per Load	10%	**$56.00 - $815.50**	**$52.00 - $755.00**	1-Jul-26
6x4 - Level	C	C	Per Load	10%	**$56.00**	**$52.00**	1-Jul-26
6x4 - Heaped	C	C	Per Load	10%	**$130.00**	**$120.00**	1-Jul-26
6x4 - Caged	C	C	Per Load	10%	**$205.00**	**$190.00**	1-Jul-26
Over 6x4 (8x5) - Levelled	C	C	Per Load	10%	**$91.00**	**$84.00**	1-Jul-26
Over 6x4 (8x5) - Heaped	C	C	Per Load	10%	**$211.00**	**$195.00**	1-Jul-26
Over 6x4 (8x5) - Caged	C	C	Per Load	10%	**$340.00**	**$315.00**	1-Jul-26
Tandem - Levelled	C	C	Per Load	10%	**$205.00**	**$190.00**	1-Jul-26
Tandem - Heaped	C	C	Per Load	10%	**$508.00**	**$470.00**	1-Jul-26
Tandem - Caged	C	C	Per Load	10%	**$816.00**	**$755.00**	1-Jul-26
Municipal waste landfill fees (Legacy Arrangements)	C	C	Per tonne	10%	**$235.00**	**$215.50**	1-Jul-26
Municipal waste landfill fees (New Arrangements)	C	C	Per tonne	10%	**$348.00**	**NEW**	1-Jul-26
E-waste more than a 40cm-to-a-side cube and/or tv's, computers/towers, printers, radios, stereos, DVDS & VCR players, tablets	C	C	Per Item	10%	**$7.00**	**$6.50**	1-Jul-26
E-waste solar panels - small, portable/RV (not household systems)	C	D	Per Item	10%	**POA**	**POA**	1-Jul-26
Gas cylinders smaller than 12kg	C	C	Per Item	10%	**$13.00**	**$13.00**	1-Jul-26
Gas cylinders larger than 12kg	C	B	Per Item	10%	**$25.00**	**$24.00**	1-Jul-26
Fire extinguishers (all sizes)	C	B	Per Item	10%	**$13.00**	**$13.00**	1-Jul-26
Mattress (all sizes)	C	B	Per Item	10%	**$35.00**	**$34.00**	1-Jul-26
Soft furniture (Lounges) all sizes	C	B	Per item	10%	**$35.00**	**$34.00**	1-Jul-26
Textiles	C	G	Per item	N/A	**$0.00**	**$0.00**	1-Jul-26
Mobile phone	C	D	Per Item	10%	**$0.00**	**$0.00**	1-Jul-26
Tyres (maximum 5)	C	B	Per Item	10%	**POA**	**POA**	1-Jul-26
Batteries, car and household	C	B	Per Item	10%	**$0.00**	**$0.00**	1-Jul-26
Paint (maximum 20 litres)	C	C	Per Item	10%	**$0.00**	**$0.00**	1-Jul-26
Fluorescent light bulbs and tubes	C	C	Per Item	10%	**$0.00**	**$0.00**	1-Jul-26
Motor oil (maximum 20 litres)	C	C	Per Item	10%	**$0.00**	**$0.00**	1-Jul-26

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Paper, cardboard, aluminium, glass bottles, jars, aerosol cans, rigid plastic packaging	C	C	Per Item	10%	**$0.00**	**$0.00**	1-Jul-26
Scrap metal and whitegoods (excl. fridge/freezer, aircon, heat pump hot water systems)	C	C	Per Item	10%	**$0.00**	**$0.00**	1-Jul-26
Refrigerators, freezers, air-conditioners and heat pump hot water systems	C	C	Per Item	10%	**$28.00**	**$27.00**	1-Jul-26
Commercial/industrial waste as inert (mixed waste)	C	C	Per Tonne	10%	**$402.00**	**$372.00**	1-Jul-26
Asbestos (minimum charge)	C	C	Per Item	10%	**$70.00**	**$65.00**	1-Jul-26
Clean fill < 1m³	C	C	Per Tonne	10%	**$292.00**	**$270.13**	1-Jul-26
Clean fill/certified soil - commercial	C	C	Per Tonne	10%	**$573.00**	**$556.10**	1-Jul-26
Concrete	C	C	Per Tonne	10%	**$390.00**	**$378.90**	1-Jul-26
Polystyrene - 120L bin	C	C	Per Load	10%	**$9.00**	**$8.50**	1-Jul-26
Polystyrene - 240L bin	C	C	Per Load	10%	**$16.00**	**$16.00**	1-Jul-26
Polystyrene - 660L bin	C	C	Per Load	10%	**$42.00**	**$42.00**	1-Jul-26
Bricks and concrete (smaller than 300mm in diameter with no reinforcement bars)	C	C	Per Tonne	10%	**$107.00**	**$98.65**	1-Jul-26
Mulch (subject to availability) Grantville only - loading fee per cubic meter	C	C	Per Cubic Meter	10%	**$10.00**	**$10.00**	1-Jul-26
Mulch (subject to availability) Grantville only - self load	C	C	Per load	10%	**$0.00**	**$0.00**	1-Jul-26
Local Laws General Permits							
Short Stay Rental Accommodation Registration	C	G	Per Permit	N/A	**$600.00**	**$324.00**	1-Jul-26
Short Stay Rental Accommodation Registration - 5+ Bedrooms	C	G	Per Permit	N/A	**$900.00**	**NEW**	1-Jul-26
Urgent processing fee (for permit required within 7 days)	C	G	Per Permit	10%	**$36.00**	**$35.00**	1-Jul-26
Abandoned vehicle release fee	C	G	Per Vehicle	10%	**$407.00**	**$395.00**	1-Jul-26
Abandoned vehicle storage (daily)	C	G	Per Vehicle	10%	**$27.00**	**$26.00**	1-Jul-26
Impound fee shopping trolleys	C	G	Per Trolley	10%	**$70.00**	**$68.00**	1-Jul-26
Impound release fee (signs or other items not requiring towing (excl trolleys)	C	G	Per Item	10%	**$165.00**	**$160.00**	1-Jul-26
General local law permit fee (includes general permit fees as outlined in applications)	C	G	Per Permit	N/A	**$134.00**	**$130.00**	1-Jul-26
Camping on private land (12 months from date of issue)	C	G	Per Permit	N/A	**$300.00**	**$291.00**	1-Jul-26
Collecting money (gifts, subscriptions or raffles) Charities	C	B	Per Event	N/A	**$0.00**	**$0.00**	1-Jul-26
Collecting money (gifts, subscriptions or raffles) Non incorporated organisations	C	C	Per Event	N/A	**$143.00**	**$139.00**	1-Jul-26
Collecting money (gifts, subscriptions or raffles) Incorporated organisations	C	G	Per Event	N/A	**$72.00**	**$70.00**	1-Jul-26
Block clearing administration fee	C	G	Per Event	10%	**$181.00**	**$176.00**	1-Jul-26
Local Laws Trading Permits							
Footpath Trading charges are managed on a monthly, pro-rata basis. A 25% discount on the permit fee is available to all businesses that are members of a Bass Coast tourism or business association. Capped at $500. Ongoing renewal discount only valid if paid by the due date.							
Footpath trading application fee	C	G	Per Application	N/A	**$127.00**	**$123.00**	1-Jul-26
Displaying goods or services for sale or hire	C	G	Per Square Metre	N/A	**$177.00**	**$172.00**	1-Jul-26
Outdoor eating facility / tables & chairs inc. screens, planter boxes, bins etc.	C	G	Per Square Metre	N/A	**$144.00**	**$140.00**	1-Jul-26
Placing advertising signs (A Frames)	C	G	Per Sign	N/A	**$144.00**	**$140.00**	1-Jul-26
Trading from a roadside or trading from door to door	C	G	Per Site	N/A	**$366.00**	**$355.00**	1-Jul-26
Parklet application fee	C	G	Per New Application	N/A	**$127.00**	**$123.00**	1-Jul-26
Parklet installation/erection for the purposes of outdoor eating	C	G	Per car park	N/A	**$1,776.00**	**$1,724.00**	1-Jul-26
Domestic Animals Act Cat/Dog Registrations							
Animal Registration charges are managed on a monthly, pro-rata basis.							

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Animal Registration Fees - Desexed dog or cat; breeding dog or cat; dogs and cats registered with applicable organisations; obedience trained dogs, working farm dogs; cat or dog over 10 years old.	S	H	Per Year	N/A	**$53.00**	**$47.40**	1-Jul-26
Animal Registration Fees - Puppy under 6 months old	S	H	Per Year	N/A	**$53.00**	**NEW**	1-Jul-26
Reduced Animal Registration Fees (Pensioner) -Desexed dog or cat; breeding dog or cat; dogs and cats registered with applicable organisations; obedience trained dogs, working farm dogs; cat or dog over 10 years old.	S	H	Per Year	N/A	**$26.50**	**$23.70**	1-Jul-26
Dangerous/menacing/restricted breed dog	S	H	Per Year	N/A	**$250.10**	**$250.10**	1-Jul-26
Non desexed cat or dog	S	H	Per Year	N/A	**$169.00**	**$140.00**	1-Jul-26
Non desexed cat or dog (pensioner)	S	H	Per Year	N/A	**$84.50**	**$70.00**	1-Jul-26
Rescue group cat or dog registration for first year	C	A	Per Year	N/A	**$0.00**	**$0.00**	1-Jul-26
Guide dogs (seeing/hearing), approved definitition assistance dogs and Government Dogs	C	A	Per Year	N/A	**$0.00**	**$0.00**	1-Jul-26
Registration reminder notice (late fee)	C	G	Per Year	10%	**$20.00**	**$19.00**	1-Jul-26
Excess animals/Keeping of Animals - application fee and permit fee	C	G	Per Application	N/A	**$198.00**	**$192.00**	1-Jul-26
Pound Release Fees							
Microchip fee/tagging fee - impounded animals	C	G	Per Animal	10%	**$72.00**	**$70.00**	1-Jul-26
Pound release fee - stock (sheep, cattle, goats or pigs etc.)	C	G	Per Animal	10%	**$138.00**	**$134.00**	1-Jul-26
Pound release fee - dogs	C	G	Per Animal	10%	**$138.00**	**$134.00**	1-Jul-26
Pound sustenance charge - dog/livestock (maximum per day)	C	G	Per Animal	10%	**$22.00**	**$21.00**	1-Jul-26
Pound release fee - cats	C	G	Per Animal	10%	**$138.00**	**$134.00**	1-Jul-26
Pound sustenance charge - cats (per day)	C	G	Per Animal	10%	**$16.00**	**$16.00**	1-Jul-26
Vet trip (each way)	C	G	Per Animal	10%	**$37.00**	**$36.00**	1-Jul-26
Release fee - dog collected but not in the pound	C	G	Per Animal	10%	**$70.00**	**$68.00**	1-Jul-26
Other Animal Management Fees							
Domestic animal business - Application fee - Overnight boarding kennel or cattery, Animal shelter/pound, Pet Shop or Breeding / Rearing establishment	C	G	Per Application	N/A	**$358.00**	**$348.00**	1-Jul-26
Domestic animal business -Application fee - Home Boarding or Training establishment	C	G	Per Year	N/A	**$179.00**	**$174.00**	1-Jul-26
Domestic animal business - Annual registration fee - Overnight boarding kennel or cattery, Animal shelter/pound, Pet Shop	C	G	Per Year	N/A	**$358.00**	**$348.00**	1-Jul-26
Domestic animal business - Annual Registration fee - Home Boarding or Training establishment	C	G	Per Year	N/A	**$179.00**	**$174.00**	1-Jul-26
Domestic animal business - Annual Registration Fee (additional DAB) - boarding, pound, shelter or training establishment excluding breeding/rearing	C	G	Per Year	N/A	**$60.00**	**$58.00**	1-Jul-26
Domestic animal business - Annual Registration Fee - Breeding / Rearing - up to 5 fertile female dogs / cats	C	G	Per Year	N/A	**$358.00**	**$348.00**	1-Jul-26
Domestic animal business - Annual Registration Fee - Breeding - 6 to 10 fertile female dogs / cats	C	G	Per Year	N/A	**$719.00**	**$698.00**	1-Jul-26
Domestic animal business - Annual Registration Fee -Breeding - 11 to 50 fertile female cats	C	G	Per Year	N/A	**$934.00**	**$907.00**	1-Jul-26
Domestic animal business - Annual Registration Fee -Breeding Commercial 11 to 50 fertile female dogs	C	G	Per Year	N/A	**$934.00**	**$907.00**	1-Jul-26
Domestic animal business - Annual Registration Fee -Breeding over 50 fertile female cats	C	G	Per Year	N/A	**$1,226.00**	**$1,190.00**	1-Jul-26
Domestic animal business - Non-compliant re-inspection fee per visit	C	G	Per Year	N/A	**$300.00**	**$291.00**	1-Jul-26
Droving through municipal district /grazing	C	G	Per Event	10%	**$300.00**	**$291.00**	1-Jul-26
Stock on road - call out fee	C	G	Per Event	10%	**$688.00**	**$668.00**	1-Jul-26
Pony Clubs that reside in Bass Coast Shire (maximum 5 riders at time)	C	B	Per Year	10%	**$0.00**	**$0.00**	1-Jul-26
Pony Clubs that don't reside in Bass Coast Shire (maximum 5 riders at time)	C	G	Per Year	10%	**$1,233.00**	**$1,197.00**	1-Jul-26

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Recreational horse riders residing in Bass Coast Shire	C	B	Per Year	N/A	**$0.00**	**$0.00**	1-Jul-26
Recreational horse riders not residing in Bass Coast Shire	C	G	Per Year	10%	**$92.00**	**$89.00**	1-Jul-26
Professional horse trainers residing in Bass Coast Shire and registered with Racing Victoria	C	G	Per Year	10%	**$616.00**	**$598.00**	1-Jul-26
Professional horse trainers not residing in Bass Coast and registered with Racing Victoria	C	G	Per Year	10%	**$3,081.00**	**$2,991.00**	1-Jul-26
Environmental Health							
Foreshore & bushland use fees (Charged annually. Minimum fee $122.26) (reductions to the fee are available on application in accordance with Council's Foreshore & Bushland Reserve Use Policy 2018)	C	G	Per Square Metre	10%	**$89.00**	**$86.10**	1-Jul-26
Electric Vehicle Charging Station - subject to periodic review	C	I	Per kWh	10%	**$0.64**	**$0.64**	1-Jul-26
Septic tanks (additional inspection or alteration)	C	G	Per Application	10%	**$138.00**	**$134.00**	1-Jul-26
Permit to construct, install or alter a system	S	H	Per Application	N/A	**$844.20**	**$822.60**	1-Jul-26
Minor alteration permit	S	H	Per Application	N/A	**$643.30**	**$627.10**	1-Jul-26
Renew a permit	S	H	Per Application	N/A	**$143.50**	**$140.60**	1-Jul-26
Transfer a permit	S	H	Per Application	N/A	**$171.50**	**$167.20**	1-Jul-26
Amend a permit	S	H	Per Application	N/A	**$179.30**	**$174.60**	1-Jul-26
Exemption from a permit	S	H	Per Application	N/A	**$253.40**	**$247.50**	1-Jul-26
Letter- providing advice permit to install not required	C	G	Per Application	10%	**$655.00**	**$636.00**	1-Jul-26
Residential Tenancies Act							
Caravan Park registration fee - renewed for a period of up to three years	S	H	Per number of sites	N/A	**$11.70**	**$16.90**	1-Jul-26
Caravan Park Transfer fee	S	H	Notice of transfer	N/A	**$86.40**	**$84.10**	1-Jul-26
Public Health and Wellbeing Act Registration Fees							
Renewal - Medium Risk - Beauty, waxing, threading, facials, nails, eyelash extensions, tinting	C	G	Per Year	N/A	**$304.00**	**$302.00**	1-Jul-26
Registration - New Medium risk premises	C	G	Per Application	N/A	**$440.00**	**$451.00**	1-Jul-26
Renewal - High Risk - Skin Penetration, tattooing, colonic irrigation	C	G	Per Year	N/A	**$333.00**	**$323.00**	1-Jul-26
Registration- New High risk premises	C	G	Per Application	N/A	**$493.00**	**$486.00**	1-Jul-26
Ongoing registration of low risk premisis	C	G	Per Application	N/A	**$440.00**	**$432.00**	1-Jul-26
Bulk flu immunisation	C	G	Per Immunisation	N/A	**$29.00**	**$28.00**	1-Jul-26
Public flu immunisation	C	G	Per Immunisation	N/A	**$27.00**	**NEW**	1-Jul-26
Registration – Renewal Category 1 Aquatic facility	C	G	Per Year	N/A	**$309.00**	**$597.00**	1-Jul-26
Registration – New Application Category 1 Aquatic facility	C	G	Per Year	N/A	**$412.00**	**$398.00**	1-Jul-26
Transfer of Health, Rooming House or Aquatic Facility registration (excluding one-off Hairdressers)	C	G	Per Year	N/A	**$345.00**	**50% of renewal fee**	1-Jul-26
Prescribed Accommodation							
New registration/Renewal Prescribed accommodation - 4-10 client capacity	C	G	Per Year	N/A	**$425.00**	**$410.00**	1-Jul-26
New registration/Renewal Prescribed accommodation - 11-20 client capacity	C	G	Per Year	N/A	**$584.00**	**$564.00**	1-Jul-26
New registration/New registration/Renewal Prescribed accommodation - 21-30 client capacity	C	G	Per Year	N/A	**$827.00**	**$800.00**	1-Jul-26
New registration/Renewal Prescribed accommodation - 31-40 client capacity	C	G	Per Year	N/A	**$1,103.00**	**$1,066.00**	1-Jul-26
New registration/Renewal Prescribed accommodation - 40+ client capacity	C	G	Per Year	N/A	**$1,458.00**	**$1,410.00**	1-Jul-26
Food Act Registration Fees							
Food Act registrations fees and refunds are managed on a quarterly pro-rata basis. Please note: all new registrations (under Food Act and Public Health and Wellbeing Act) will be charged pro-rata per QTR after 1st July. New Food Act Registrations received after 1 Oct will be charged pro-rata up to 15 months, expiring on 31 Dec the following year.							

Fee Description	Council / Statutory	Principle Pricing Code	Unit Charge Rate	GST %	2026/2027 Fee per Unit (inc. GST if applicable)	2025/2026 Fee per Unit (inc. GST if applicable)	Effective Date
Registration/Renewal Class 2 (fixed, mobile or temporaryNFP and community groups)	C	G	Per Year	N/A	**$102.00**	**$99.00**	1-Jul-26
Registration/Renewal Class 3 (fixed, mobile or temporaryNFP and community groups)	C	G	Per Year	N/A	**$80.00**	**$78.00**	1-Jul-26
Class 2 Registration - New - Supermarket, large convenience, fast food or manufacture	C	G	Per Application	N/A	**$1,453.00**	**$1,493.00**	1-Jul-26
Class 2 Registration - Renewal - Supermarket, large convenience, fast food or manufacture	C	G	Per Year	N/A	**$965.00**	**$996.00**	1-Jul-26
Class 1 Registration - New	C	G	Per Application	N/A	**$1,470.00**	**$1,087.00**	1-Jul-26
Class 1 Registration - Renewal	C	G	Per Year	N/A	**$764.00**	**$728.00**	1-Jul-26
Class 2 Registration - New	C	G	Per Application	N/A	**$1,167.00**	**$996.00**	1-Jul-26
Class 2 Registration - Renewal	C	G	Per Year	N/A	**$690.00**	**$668.00**	1-Jul-26
Class 2 Registration - Mobile - Renewal	C	G	Per Year	N/A	**$690.00**	**$668.00**	1-Jul-26
Class 2 Registration - Mobile - New	C	G	Per Application	N/A	**$1,167.00**	**NEW**	1-Jul-26
Temporary Food Premises Registration (Class 2 & 3) - New	C	G	Per Application	N/A	**$206.00**	**$300.00**	1-Jul-26
Temporary Food Premises Registration (Class 2 & 3) - Renewal	C	G	Per Year	N/A	**$113.00**	**$200.00**	1-Jul-26
Registration of Temporary component against Fixed food premises - New	C	G	Per Application	N/A	**$165.00**	**NEW**	1-Jul-26
Registration of Temporary component against Fixed food premises - Renewal	C	G	Per Year	N/A	**$110.00**	**NEW**	1-Jul-26
Food vending Machine Registration (Class 2 & 3) New & Renewal	C	G	Per Year	N/A	**$175.00**	**NEW**	1-Jul-26
Class 3 (including 3A) Registration-New	C	G	Per Application	N/A	**$592.00**	**$575.00**	1-Jul-26
Class 3 Registration - Mobile - Renewal	C	G	Per Year	N/A	**$397.00**	**$385.00**	1-Jul-26
Class 3 Registration - Mobile - New	C	G	Per Application	N/A	**$592.00**	**NEW**	1-Jul-26
Class 3 (including 3A) Registration- Renewal	C	G	Per Year	N/A	**$397.00**	**$385.00**	1-Jul-26
Fee for inspections pursuant to s. 19UA	C	G	Per Hour	N/A	**$137.00**	**$133.00**	1-Jul-26
Other professional services, audits conducted at request of business, failure to comply or repeated follow up inspections	C	G	Per Hour	N/A	**$137.00**	**$133.00**	1-Jul-26
Other Environmental Health Fees							
Renewal Community group registration 50% discount according to class and type							
Registration refund - upon notice of closure business may apply for pro-rata refund for remaining registration quarters not yet entered.							
Other professional services, audits conducted at request of business	C	G	Per Application	10%	**$332.00**	**$322.00**	1-Jul-26
Refund Processing Fee (All Premises) associated with change in business circumstances	C	G	Per Application	N/A	**$40.00**	**$32.00**	1-Jul-26
Other Property Fees							
Community Rental Rate Per Annum	C	C	Per Annum	10%	**$440.00**	**NEW**	1-Jul-26
Road Discontinuance and Sale Application Fee	C	G	Per Application	10%	**$1,650.00**	**NEW**	1-Jul-26


BASS
COAST
Annual Action Plan
2026–2027



Acknowledgement of Country

Bass Coast Shire Council acknowledges the Bunurong as the Traditional Owners and Custodians of the lands and waters, and pays respect to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and Lore.

Bass Coast Shire Council celebrates the opportunity to embrace and empower the Aboriginal and/or Torres Strait Island Communities in their diversity.

Bass Coast Shire Council will create opportunities for future recognition and respectful partnerships that will honour the Traditional Owners and Custodians, and Aboriginal and/or Torres Strait Islander Peoples.

Contents

About the Annual Action Plan 2026–2027	5
About the role of Local Government	6
Strategic Objective: Naturally Beautiful	8
Strategic Objective: Thriving Places	10
Strategic Objective: Vibrant Communities	12
Strategic Objective: Visionary Leadership	14

Diversity and Inclusion

Bass Coast Shire Council celebrates the diversity of our communities. We acknowledge and respect the skills, insights and life experiences of all community members irrespective of gender, ethnicity, ability, religious belief, sexuality or age.

Child Safe Statement

Bass Coast Shire Council is committed to child safety and wellbeing, actively working to prevent abuse by identifying and addressing risks early. This work is underpinned by Council's Child Safe Statement, which guides our commitment to ensuring the safety, inclusion and wellbeing of every child.

Gender Impact Assessment

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was undertaken in developing the 2025–2029 Council Plan, ensuring it reflects fairness, inclusivity and the diverse needs of our community.

About the Annual Action Plan 2026–2027

Every 4 years Council develops a Council Plan. Informed by a range of community engagement activities, the Council Plan identifies the priorities for the term of Council in order to work towards achievement of the Community Vision 2045.

The Annual Action Plan 2026–2027 outlines what Council plans to achieve by 30 June 2027, to support the delivery of the Council Plan 2025–2029.

Council will report on the progress of the Annual Action Plan quarterly, while the Annual Report will provide an end of year overview of Council's performance including how it is tracking against the Council Plan Strategic Indicators.

The 4 Strategic Objectives of the Council Plan 2025–2029

Naturally Beautiful	Together we build resilience and protect and enhance our natural environment.
Thriving Places	Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.
Vibrant Communities	Communities are healthy, inclusive, safe and socially connected. Communities celebrate opportunity, recreation, diversity, heritage and reconciliation.
Visionary Leadership	Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

Operating Principle

Bass Coast Shire Council is committed to delivering good governance for the benefit and well-being of the local communities and future generations. This involves partnering with the communities to address current needs and be prepared for future challenges. In all that we do, Council is committed to being responsive, efficient, transparent and future focused.

About the role of Local Government

There are 3 tiers of government in Australia:

- Local (also known as council)
- State or Territory
- Federal (also called Commonwealth)

Each tier of government has an important role. They have different powers and responsibilities and work together to govern and provide services to the community.

The role of Council is to provide good governance for the benefit of current and future communities. Council provides a range of services and manages community assets that people use every day. Council's role is outlined in the *Local Government Act 2020*.

Council undertakes a range of roles and functions to serve local communities. It is important for Council to work together with other levels of government, industry partners and communities to achieve the best outcomes.

Council makes decisions not just about today but for the future, set strategies to make a difference for the long term, balance competing demands and consider the best use of public funds.

There are many challenges facing Bass Coast that Council does not have direct control over. This includes areas under State and Federal Government jurisdiction, such as major transport infrastructure, public transport and arterial roads. However, Council actively works to influence and facilitate service and infrastructure provision.

The roles Council performs are listed below.

Provider

Deliver services, programs, infrastructure and support to individuals and groups.

Facilitator

Facilitate outcomes for communities through building partnerships, changing regulations, promoting opportunities, raising awareness, sharing information and building the capacity of community members and organisations.

Advocator

Raise awareness and show leadership for the interests of local communities to other decision makers, including advocating to State and Federal Governments for funding and delivery of services and infrastructure.

Regulator

Prioritise safety and regulate compliance of activities through local laws and legislation.

Planner

Use evidence, including community views to plan for current and future community needs and priorities.



Strategic Objective: Naturally Beautiful

Together we build resilience and protect and enhance our natural environment.

Action	Measure	Aligned Priority	Lead Department
Deliver the Urban Forestry Strategy planting program	Plant 700 new street trees	• Increasing energy, disaster and climate resilience	Sustainable Environment
Partner with Bass Coast Landcare Network and Western Port Biosphere Foundation to deliver environmental leadership that promotes biodiversity, waterway health and climate resilience across the region	Demonstrated progress towards deliverables and outcomes, as outlined in each Partnership Agreement	• Enhancing biodiversity and natural asset protection • Optimising water management • Optimising partnerships	Sustainable Environment
Reform the Rural Land Management Program and align to Council Plan objectives, to deliver enhanced biodiversity and natural asset protection that targets high-value conservation work	Develop and present a revised program to Council for consideration	• Enhancing biodiversity and natural asset protection • Optimising water management	Sustainable Environment
Develop priority actions for the Circular Economy Framework	Complete the Circular Economy Framework priority action plan	• Supporting circular economy	Sustainable Environment



Strategic Objective: Thriving Places

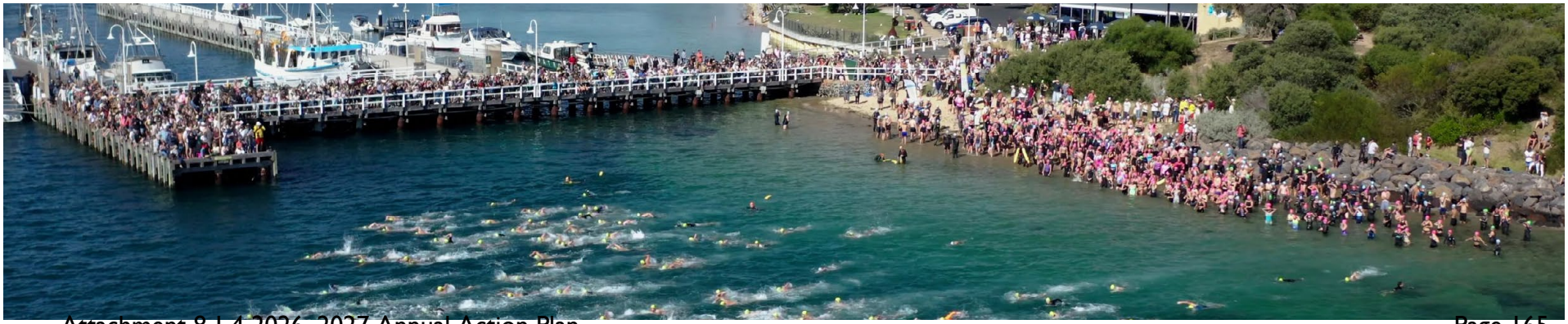
Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

Action	Measure	Aligned Priority	Lead Department
Deliver Invest Bass Coast – a digital investment attraction project	• Regional investment website is fully developed and launched • Investment attraction prospectus is completed and published (digital and print formats) • Marketing collateral suite is produced (digital and print formats)	• Supporting local industry, business and agriculture	Economic Development and Investment
Obtain Eco Destination Certification	Certification finalised	• Enhancing Eco Tourism	Economic Development and Investment
Deliver the 2026-2027 Capital Works Program	Completion of >80% of all projects included in the adopted Capital Works program	• Providing fit for purpose assets and facilities • Delivering well-planned townships	Infrastructure Services
Amend the Road Management Plan	Develop and present final draft Recommendation of Amended Road Management Plan to Council for consideration	• Providing fit for purpose assets and facilities	Infrastructure Services
Finalise the Bass Coast Planning Scheme Review	Develop and present final draft of the Bass Coast Planning Scheme Review to Council for consideration. Once adopted, commence priority actions and integration into Council's strategic framework	• Delivering well-planned townships • Facilitating sustainable development	Strategy and Growth
Advocate for funding for the delivery of Stage 1 of the Phillip Island Sporting Precinct	Advocate, monitor and pursue opportunities for the delivery of the Stage 1 Phillip Island Sporting Precinct.	• Providing fit for purpose assets and facilities	Major Projects and Property
Finalise delivery of stage 1 of the Cowes Foreshore Precinct Project works	Complete delivery of stage 1 of the Cowes Foreshore Precinct Project works	• Providing fit for purpose assets and facilities	Major Projects and Property
Continue Land Use Planning, Partnership Development and Master Planning of the Former Wonthaggi Secondary College Site	• Complete stage 1 community consultation • Release RFQs for partnership framework and land use framework	• Providing fit for purpose assets and facilities	Major Projects and Property
Finalise Detailed Designs for the Bass Coast Aquatic and Leisure Centre (Wonthaggi)	Detailed Designs for the Bass Coast Aquatic and Leisure Centre complete	• Providing fit for purpose assets and facilities	Major Projects and Property
Commence a Planning Scheme Amendment to implement priority actions of the Wonthaggi Structure Plan Review	Authorise Planning Scheme Amendment through Council resolution	• Delivering well-planned townships • Facilitating sustainable development	Strategy and Growth
Progress a Planning Scheme Amendment to implement priority actions of the San Remo Structure Plan	Exhibit a Planning Scheme Amendment, including referring to an independent planning panel process (if required)	• Delivering well-planned townships • Facilitating sustainable development	Strategy and Growth
Finalise background studies for the environmental values mapping across the Shire, including the Western Port Woodlands	Desktop review and environmental values mapping is completed to recommend appropriate protections and support Council's Nature Positive Strategy	• Facilitating sustainable development	Strategy and Growth
Develop the Encroachments Policy	Develop and present final draft of the Encroachment Policy to Council for consideration	• Delivering well-planned townships	Major Projects and Property

Strategic Objective: Vibrant Communities

Communities are healthy, inclusive, safe and socially connected. Communities celebrate opportunity, recreation, diversity, heritage and reconciliation.

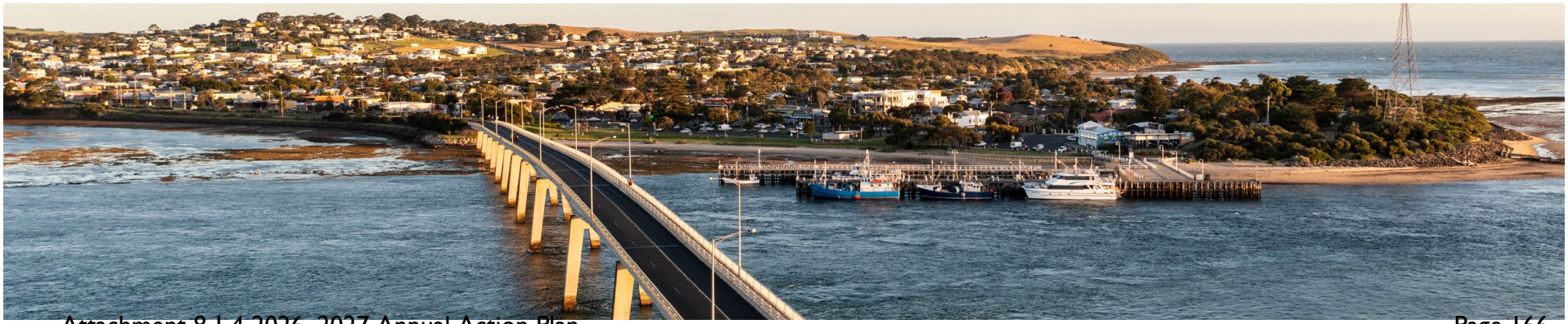
Action	Measure	Aligned Priority	Lead Department
Deliver the Healthy, Safe and Resilience Plan 2025-2029 and Disability Action Plan 2025-2029	Complete 2026-2027 actions including: • Partner with Bass Coast food relief agencies and schools to deliver healthy food programs • Work together to strengthen community resilience in emergencies • Review the community grants program	• Promoting healthy, active, safe and inclusive communities • Support young people to live, learn, play and connect locally • Advocate to increase in affordable housing and access to local services	Community Wellbeing and Culture
Deliver the Domestic Animal Management Plan 2026-2029	Complete 2026-2027 actions, including: • Deliver Dogs in Public Places Guidelines, in partnership with Dogs Off Leash Working Group • Strengthen community engagement and compliance outcomes across priority sites, including beaches and reserves • Deliver inland fenced dog parks	• Promoting healthy, active, safe and inclusive communities	Community Wellbeing and Culture
Develop the 2026-2029 Municipal Emergency Management Plan (MEMP) in partnership with Municipal Emergency Management Planning Committee agencies	Finalise MEMP in partnership with Municipal Emergency Management Planning Committee, including completing MEMP assurance through Regional Emergency Management Planning Committee	• Strengthening community connection and resilience	Community Wellbeing and Culture
Implement the First Peoples Framework and further engage the Bass Coast First Peoples Communities in development of inaugural Reconciliation Action Plan	Complete the year one First Peoples Framework actions	• Walking alongside First Peoples communities on the path to reconciliation • Celebrating culture and history	Community Wellbeing and Culture
Progress implementation of Dinosaur Trail Masterplan	Design of Rainbow Park completed	• Promoting healthy, active, safe and inclusive communities	Economic Development and Investment



Strategic Objective: Visionary Leadership

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

Action	Measure	Aligned Priority	Lead Department
Enhance customer experience by improving engagement channels	• Audit current engagement channels • Simplify and standardise customer touchpoints • Introduce or enhance digital self-service options	• Effective communication and engagement • Driving innovation	Customer and Digital Experience
Finalise a review of the Waste Service Charge	Develop and present the results of the Waste Service Charge Review to Council for consideration	• Strengthening waste management • Effective communication and engagement • Maximising alternative revenue	Financial Services
Deliver a new Council website	Delivery of the new Council website is complete and is live	• Effective communication and engagement • Driving innovation	Governance and Communications
Deliver the Workforce Plan 2026-2029	2026-2027 actions are completed	• Driving innovation	People and Culture
Actively champion Council's advocacy priorities	Council's endorsed advocacy priorities are actively progressed with stakeholders, with evidence of engagement and acknowledgement	• Strong advocacy	Governance and Communications
Deliver sector leading beach safety through partnership	• Facilitate quarterly meetings of the Bass Coast Beach Safety Working Group to enhance inter-agency collaboration and implementation of drowning-prevention initiatives • Increase engagement with safety messaging through local and regional partnerships • Deliver sector leadership at state and national forums and advocate for enhanced and sustainable lifeguard funding across Victoria	• Driving innovation • Optimising partnerships	Community Wellbeing and Culture





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Draft Budget 2026-27

Engagement Summary Report

Contents

Executive Summary 2
Overview 2
Engagement Activities and Promotion 2
Introduction 3
About the project 3
Community Consultation 3
Objectives of Stage 1 Community Consultation 3
Next steps 4
Information sessions 5
Q&A 6
Submissions 7
Submission overview 7
Submissions received via Engage Bass Coast 8
Submission 1: Phillip Island Historical Society 8
Submission 2 9
Submission 3: Phillip Island and District Historical Society 10
Submission 4 11
Submission 5: Coastal Community Conservancy 13
Submissions received via email 23
Submission 6 23
Submission 7 24
Submission 8 26
Submission 9 28
Submission 10 31
Submission 11 51

Executive Summary

Overview

We know many in our community are navigating ongoing economic uncertainty. The same pressures, rising costs, global instability, and volatility in fuel and supply markets are also impacting how Council plans and delivers services. In preparing the Draft Budget 2026-27, we have worked to be as financially responsible as possible in what is a complex and evolving environment.

This Draft Budget has been developed using the best available information; it remains a dynamic draft. Council continues to monitor key cost pressures, particularly fuel, construction and supply chain impacts, and adjustments may be required before the Budget is finalised to ensure we can continue to deliver essential services.

Much of the Draft Budget is shaped by long-term planning, existing commitments, legislative requirements and external factors outside of Council's control. Within this, community input remains important and helps inform final decisions.

Between 16 April and 8 May 2026, Council sought feedback on the Draft Budget, along with Draft 2026-27 Fees and Charges Register, Draft Annual Action Plan Items and Draft Revenue & Rating Plan. Despite a comprehensive communications campaign including regular local media coverage both in print and online, and multiple opportunities for the community to speak directly with officers, there wasn't a high level of community feedback received.

This may suggest that the community is cognisant of the economic uncertainty and financial constraints that this Budget is facing. It may also reflect the proactive approach teams across Council take in addressing issues and opportunities identified by community groups on an ongoing basis.

Engagement Activities and Promotion

Council used a variety of activities and channels to promote the engagement opportunity, including online and in-person.

- **5** responses to online survey
- **286** visitors to the Engage Bass Coast project site
- **4** information sessions held across the shire
- **6** written submissions in the form of Letters **includes multiple submissions from one person*
- **1,144** emails sent through Engage Bass Coast with 58% open rate
- Coastell Newsletter sent to **1,147** email addresses
- **2** social media posts on both Facebook and Instagram with **11,425** (Facebook) and **1,063** (Instagram) views and a total of **21** comments and **3** shares.

Introduction

About the project

Bass Coast Shire Council has prepared the Draft Budget 2026–27 during a period of heightened global economic uncertainty. While the Budget is based on the best available financial assumptions, it remains a dynamic draft.

Council is continuing to monitor key cost pressures, particularly fuel and capital works delivery. Should international energy markets or supply conditions change significantly, including factors outside of Council's control, adjustments to the final Budget may be required to maintain essential services and operations.

The Draft Budget has been developed in alignment with the Long-Term Financial Plan 2025–2035 to support the Council's ongoing financial sustainability while continuing to deliver for a growing community.

Our approach focuses on:

- Maintaining essential services for our community
- Supporting a balanced financial position over time
- Managing capital investment responsibly
- Maintaining and improving community assets where needed

Community Consultation

Between 16 April 2026 and 8 May 2026, Council engaged community members from across the shire to provide feedback about the draft Budget 2026-27, along with Draft 2026-27 Fees and Charges Register, Draft Annual Action Plan Items and Draft Revenue & Rating Plan. This feedback is intended to provide the Council with any final considerations before the documents are finalised and endorsed.

Objectives of Stage 1 Community Consultation

1: objectives of the engagement and measures/actions for success

Objectives	Measures and actions for success
Comply with Local Gov Act 2020 requirements	Ensure all correct processes are followed, the Engagement Plan and delivery are thorough and detailed, and the engagement approach is inclusive and fair. The IAP2 spectrum framework is applied. Approach aligns with Bass Coast Engagement Policy and principles.
Open and transparent community engagement.	Provide the community with specific and clear information on what they can and can't influence. Publish a summary report of engagement findings, outlining what council heard from the community and how the feedback was used in the final decision-making.

Objectives	Measures and actions for success
Ensure a diverse cohort of community members are notified of the consultation opportunity	Ensure stakeholder list is comprehensive and inclusive of all relevant clubs, groups and committees across Council and services. Dedicate time, resources and budget to have multiple forms of communications and engagement channels – online and in-person.

Summary

While there wasn't a large amount of feedback provided, there was interest amongst the community. We saw spikes in site views in line with our social media posts, with a total of 286 unique visitors to the Engage page and 181 downloads of the Draft Budget document.

Council thanks all who contributed and participated in the community engagement activities during this consultation period for the Draft Budget 2026-27. Your feedback is important, and it will ultimately help Council to finalise the documents and improve the engagement process for future years.

Next steps

Submitters were provided with the opportunity to present their submission to Council on 13 May. Following the meeting, all submissions and possible changes to the Budget will be considered.

The Draft Budget 2026-27 and associated documents will be presented to Council for adoption at the June 17, 2026, Council Meeting.

Information sessions

Three in-person information sessions and one online information session were held across the Shire, allowing the community to find out more information about the Budget and speak directly with officers.

Session 1 – Online: Thursday 23 April, 6 pm-7.30 pm	
Attendees: • 4 community • 4 Councillors	• Interest in Asset Management Plan • Interest in weed prevention, particularly on beaches in and around Inverloch. • Interest in what is included in the 'environment' budget • Clarification sought around any budget allocation for a revised Rural Land Management Rebate program in 2026-27.
Session 2 – Wonthaggi: Tuesday 28 April - 5 pm-7 pm	
Attendees: • 2 community	• Would like to see more commentary about Climate Change actions in the longer term and by sector • Council should highlight the good things they are doing, such as maintaining $1.4b in assets, world-leading Wonthaggi Land Capping, etc. • Feedback about the Budget documents with ideas to make them more reader friendly. • Suggestion to better showcase where assets such as buildings, dog parks, pathways, etc., are located on Council's website.
Session 3 – Newhaven: Wednesday 29 April, 2 pm-4 pm	
Attendees: • 2 community	• Request for ongoing support from Council to cover the cost of storage for the Phillip Island and District Historical Society's collection.
Session 4 – Coronet Bay: Wednesday 29 April, 11 am-1 pm	
Attendees: • 2 community	• Request for a sound shell and shelter over the barbecue on the foreshore at Coronet Bay. • Praise for the level of promotion of the engagement sessions.

Q&A

One question was asked via the Q&A tool on the Engage Bass Coast platform. The response was posted on the page.

Question	Response
Why don't we get rubbish collection in Krowera? Can Council supply free tip vouchers to compensate? There used to be free vouchers for the tip; could these please be reinstated to compensate for Council not collecting rubbish in our area?	Thanks for your question. Council levies a waste service charge to all households that can receive a kerbside waste collection service. The service areas are determined in conjunction with our service provider and must consider a range of factors when determining what properties are outside a collection zone. Any households not receiving a kerbside waste collection service will not incur a Waste Charge as part of their annual rates notice. For these residents, council provides access to several transfer stations and recycling facilities accessible on a user-pays basis.

Submissions

Submission overview

Submission Number	Title
1	Submission from the Phillip Island and District Historical Society requesting funding for the Storage Facility
2	People who attend Balance classes at the present Aquatic Centre
3	Phillip Island and District Historical Society
4	Some observations about format, content and structure
5	Coastal Community Conservancy – Community consultation submission
6	Budget 8.1.2 Statutory Fees and Fines
7	Submission to the Draft Plans 2026-27 BCSC
8	Draft Fees & Charges 2026-27 Missing Details
9	Submission to the Draft Fees & Charges 2026-27
10	Submission to the Draft Action Plan 2026-27 BCSC
11	Submission to the Draft Action Plan 2026-27 BCSC

Submissions received via Engage Bass Coast

Submission 1: Phillip Island Historical Society

Submission from The Phillip Island and District Historical Society requesting funding for the Storage Facility
The vast majority Historical Collection (artifacts, documents, etc.) are currently stored at "Island Secure Storage" in Cowes.
There are literally thousands of these items, stored in an enclosed area 3.3 meters x 10 meters.
The previous Cultural Centre housed the Society's research area, museum and storage facility.
Our new centre -Berninneit- contains the Society's research area and museum, but storage was relocated, off premise, to "Island Secure Storage"
The relocation comes with considerable cost- about $5.5K per year.
Berninneit paid the full cost for two years, after which the Society was asked to take over.
The following two years were paid for (on the Society's behalf) by an "anonymous" benefactor.
This arrangement will expire in June.
Paying for storage will put our budget under extreme stress. In the first year, the ability to do much else will be in jeopardy…after the second, things start to look a bit grim.
The Society manages the Collection on behalf of our community.
For the last eighty years, the Society has been the "go-to "organisation when items that belonged to relatives, friends (or are "discovered") need a home.
It represents so much of our "collective memory"
The Society is a group of highly motivated volunteers (sharing a love of history and enjoying the research that comes with that).
We don't own this collection – we are privileged to be its stewards.
The cost of leasing the storage facility will place an impossible strain on our budget.
The Society requests that the Council cover the ongoing costs of leasing the storage facility on behalf of our community
The Society is fully committed to preserving, maintaining and cataloguing the Collection
But….We need your help
Thank you for your consideration

[redacted]
Phillip Island and District Historical Society

Submission 2

All people I meet when doing Balance classes hope very much that the old Bass Coast Aquatic Centre will be replaced with a new Aquatic fitness centre. This should be a priority for the health and well-being of the growing population and will provide more jobs for the growing community. The room is so dreary and smelly where we have balance classes, which don't cater for the amount of people who like to do the class, or sometimes it is in the basketball area, which this time of year is very cold. The old portable is still leaking.

The new centre should include:

- A coffee lunch restaurant area
- Different rooms for fitness classes like pump and balance
- The aqua aerobics classes are always full, we need a larger pool and lots of different pools – wave pools, children's water playground and spas like the centre in Frankston or Waves in Sandringham. Please make this a priority for people of all ages to enjoy and help their mental & physical well-being.

Submission 3: Phillip Island and District Historical Society

Submission regarding the Storage Facility for the Phillip Island and District Society

The Historical Society stores the vast majority of the historical collection (documents and artifacts)

at this facility. The previous Cultural Centre housed the Society's research area, museum, and storage facility under one roof. With the completion of Berninneit, the Historical Society maintained the research area and the museum at the n the cfacility was relocated to " Island Storage."

(The Society has installed the appropriate shelving and maintains and catalogues the collection.)

However, the relocation comes at considerable cost.

Council covered the first couple of years, but after this the Society assumed the cost.

This has been about $5.5K per year for the last two years. The current arrangement (paid for by a generous benefactor) expires in June.

This will put our funds under great stress.

The collection is the result of donations from our community, and it contains so much of our " collective memory"

The Society manages this(cataloguing, preservation, etc.) for a broader research community

But……We need Help in the form of an ongoing commitment from Council to pay for the storage of the collection

Submission 4

SOME OBSERVATIONS ON DRAFT BUDGET
Att: [redacted] et al
My recollection below of some of the observations that I spoke about during the drop-in session on Tuesday 28 April which I thought could be worth further consideration as you prepare your final budget I stress the word "consideration" as I'm sure my rantings couldn't all be deemed relevant or appropriate! Nevertheless, I very much appreciated the opportunity to have a wide-ranging conversation about the form and content of the budget document

Be Bold
- Use graphics and call-out boxes to illustrate past, current and future programs, costs, performance measurement and benefits
- Promote the "wins" and explain the "losses" from last year's budget to help illustrate the future direction of this year's budget
- Give the reader some context in terms of scale, duration etc. (i.e. XX $BILLION in assets, forecast 10 year spend per km rural road, total rate income per hectare of residential/rural/commercial land, projected 5-year population growth rate etc.)

Connect with the future
- Find ways to show why the budget has been framed the way it has
- Align programs/expenditure/income with potential future needs or issues
- Show compliance with Long-Term Financial Plan, Asset Management Plan, Asset Renewal Plan etc.

Transparent and relevant measures of performance
- Prescribed KPI labels/values are meaningless without context (e.g. "maintain or improve" when compared with what?)
- Without current knowledge of past performance, KPI values at unacceptable levels will not be identified resulting in a strategic failure providing no insight for potential "investment"
- Have Departments consolidate past 5 years of data for typical/common areas of measurement or strategies/objectives and incorporate in budget as thumbnails
- If possible, benchmark or rank KPIs against similar LGA's

Simple and direct communication
- Use the Executive Summary to hightlight the key issues and features/benefits but create a separate document to distil and explain the detail
- Alternatively, place that summary information with the Exec Summary
- State the $$ elements early and then follow with the KPIs and projected performance baselines with the projects and strategic objectives left until later

Use clear language
- Motherhood statements and flowery language are major distractions
- Review language/comprehension level .. don't expect the reader to immediately understand or infer what is being presented or what has been written
- Check for ambiguity (e.g. does a % represent a proportion of project costs, number of projects, project duration etc.)

Identify and assess external risk scenarios
- Explain the extent of Council's reserves, how they are being managed for future circumstances and what that means for this budget
- Examine the impact of future risks on current budget and future reserves
- Use "scenario planning" to collate potential future risks and demonstrate how the budget reflects scenario outcomes - both positive and negative (e.g. climate change, population growth, employment opportunities, regional/global supply chains, disaster management, epidemics and invasive pests etc.)
- Incorporate budget responses and explore various means that increase Councillor's awareness of potential risks

Overall
- Use the budget to "sell" the future
- Explain why the budget has been built the way it is
- Tell the community what it should expect in terms of performance
- Ensure internal departments/management are held accountable through monthly/quarterly progress reviews
- Update the community (Councillors) accordingly

Potential value-add?
- Could the Draft Asset Renewals Program - as provided to me by [redacted]- be included in full? I'm sure there are valid reasons to not have it included, but it includes detail and descriptions about where the community can expect to see tangible works occurring in their specific local area

Submission 5: Coastal Community Conservancy

COASTAL COMMUNITY CONSERVANCY

Affordable Housing Model | *"coastal communities for everyone"*

Community consultation submission

Bass Coast Shire Council | Draft Budget 2026-27

8th May 2026

Submission lodged via Engage Bass Coast portal
cc to email basscoast@basscoast.vic.gov.au

To Bass Coast Shire Council,

Coastal Community Conservancy (CCC) is pleased to submit a response to the Bass Coast Shire Council's Draft Budget 2026-27 currently advertised for public consultation. We are supportive of the proposed budget and its allocation of investment to maintain essential services to the community. We also acknowledge the challenging context of this budget delivery, with significant global economic uncertainty and cost of living pressures experienced by many in the community.

Accompanying this submission is a Strategic Alignment Paper we have prepared offering Council a pathway to support the delivery of a local affordable housing solution through Coastal Community Conservancy, to alleviate some of the pressures felt by the permanent residents of Bass Coast. This pathway demonstrates alignment with Bass Coast Shire Council's own commitments across its Draft Budget 2026-27, Annual Action Plan, Affordable Housing Strategy, and Climate Change Action Plan 2020-2030.

Coastal Community Conservancy is a not-for-profit community-based affordable housing model established by two Phillip Island locals, [redacted] The model is focused on ensuring that local residents can afford to stay in the region, as pressures such as housing affordability, cost of living and proliferation of tourism/holiday homes are driving long-term residents to move away to more remote and affordable regions. This has a ripple effect of creating coastal towns with low permanent resident populations, lack of local workforce, and poorly connected communities.

The affordable housing model is based on international and, more recently, Melbourne-based examples of co-operative housing development. The model delivers modest, high-quality, low-to-medium density, multi-dwelling housing where residents pay build-cost only (not land cost) plus a small ongoing community 'rent' that contributes to maintaining the land and shared assets. The land ownership is secured in perpetuity (or leased long-term) and is owned by a separate entity, or the co-operative members. This separation of house and land ownership ensures that the housing is affordable (up to 60% savings compared to standard mortgage costs) and designed according to community-based priorities rather than housing market speculation.

CCC has engaged in preliminary discussions with [redacted] Manager Strategy and Growth, [redacted] at Bass Coast Shire Council, and Councillor Mat Morgan. All have been very helpful, supportive and positive around the housing model and its potential local benefits.

As identified in the Strategic Alignment Paper accompanying this submission, the 2026-27 policy window is an unusually well-timed entry point for CCC, with potential as the delivery mechanism for commitments Council has already made. The structural problem inherent in housing market affordability requires a structural solution. CCC's affordable housing model offers this solution, grounded in Council's own policy framework, and ready to progress to a Phase 1 pilot within 18 months.

We welcome the opportunity for further discussion on this affordable housing solution, and the support we are seeking from the Bass Coast Shire Council during this Budget period.

Kind regards,

[redacted]

[redacted]

COASTAL COMMUNITY CONSERVANCY

Affordable Housing Model | *"Coastal communities for everyone"*

Strategic Alignment Paper

Bass Coast Shire Council | Draft Budget 2026-27 | Annual Action Plan | Climate Change Action Plan

Focus: Council-owned undeveloped land, Cowes, Phillip Island

Executive Summary

This paper positions the Coastal Community Conservancy (CCC) as a delivery partner aligned with Bass Coast Shire Council's own commitments across its Draft Budget 2026-27, Annual Action Plan, Affordable Housing Strategy, and Climate Change Action Plan 2020-2030.

CCC proposes to acquire (or long-term lease) and hold land in perpetuity, delivering modest multi-dwelling housing in Cowes / key townships where residents pay build-cost only (not for land) plus an ongoing community rent that recycles capital into future projects. This model directly addresses the structural affordability gap on Phillip Island (house price-to-income ratio of 11.5x; 43% rent burden) while generating measurable progress against six of Council's own documented strategic priorities.

KEY ASKS

1. Council identify and make available suitable undeveloped or surplus Council-owned land in Cowes/ key townships for long-term lease or co-development with CCC, consistent with its adopted Affordable Housing Strategy commitment to 'make Council owned land available for affordable housing, where appropriate.'
2. Council support CCC through an MOU and commitment to budget allocation for CCC to deliver a feasibility analysis for the pilot.

Why Now: The 2026-27 Policy Window

Five concurrent Council decisions make 2026-27 an unusually well-timed entry point for CCC:

1. Bass Coast Planning Scheme Review

Currently underway. CCC can advocate for affordable housing provisions to be embedded before the scheme is finalised, making future approvals significantly easier.

2. Cowes Activity Centre & Streetscape ($3.6M active)

Active investment in Cowes' amenity and walkability directly supports the 'locate near services' rationale for affordable housing in the same precinct.

3. Healthy, Safe & Resilience Plan 2025-2029 (active)

Aligned priority in the Annual Action Plan explicitly states "Advocate to increase in affordable housing and access to local services." CCC is a delivery mechanism for this.

4. ESD Policy implementation (CCAP action)

Council is implementing its Environmentally Sustainable Design Policy aligned with net zero by 2030. CCC's compact, all-electric typologies are a direct delivery vehicle for this target.

5. Established precedent: Council has already done this in Cowes

In 2021, Council resolved to make two unused road reserves in Cowes available to Community Housing Limited (CHL) for social housing under the State Government's Big Housing Build. CHL is currently progressing five dwellings on the Roydon Road/Wyndham Avenue site. The statutory mechanism (road discontinuance, sale or lease to a registered CHO) is proven. CCC can follow this exact pathway.

PART 1: Annual Action Plan Alignment

The Draft 2026-27 Annual Action Plan contains multiple actions that CCC directly advances. The table below maps each relevant action to CCC's specific contribution.

Annual Action Plan Item	How CCC Advances This	Budget Link	Lead Dept
Deliver the Healthy, Safe & Resilience Plan 2025-2029	CCC delivers the 'affordable housing' aligned priority directly. Residents with housing security have measurably better health and community connection outcomes.	Community Wellbeing budget line	Community Wellbeing & Culture
Finalise the Bass Coast Planning Scheme Review	CCC requests inclusion of an affordable housing policy in the scheme that enables perpetual affordability covenants and streamlines approvals for community land trust typologies.	Strategy & Growth budget	Strategy and Growth
Finalise Cowes Foreshore Precinct works	Cowes' improved amenity, walkability and foreshore access increases the social value of community housing in the same activity centre precinct.	$3.6M Cowes Streetscape	Major Projects & Property
Develop the Encroachments Policy	CCC can participate in this process to ensure unused road reserve land adjacent to Cowes residential areas is assessed for affordable housing potential before any other disposition.	Major Projects & Property budget	Major Projects & Property

Annual Action Plan Item	How CCC Advances This	Budget Link	Lead Dept
Deliver Invest Bass Coast (investment attraction)	Affordable housing for essential workers and long-term residents is a direct economic enabler. Worker displacement is identified as a key constraint on local business capacity and tourism delivery.	Economic Development budget	Economic Development & Investment
Implement First Nations Framework	CCC's ballot system explicitly preferences First Nations applicants. Affordable housing on Country is a concrete expression of reconciliation, not just symbolic.	Community Wellbeing budget	Community Wellbeing & Culture
Actively champion Council's advocacy priorities	CCC supports Council's State and Federal advocacy for regional affordable housing funding, regional housing funds, and community housing organisation support, adding a community voice.	Governance budget	Governance & Communications

PART 2: Climate Change Action Plan Alignment

Bass Coast's Climate Change Action Plan 2020-2030 targets net zero emissions by 2030, with a 2026-2030 Priority Actions update adopted April 2026. The residential sector accounts for 44.1% of Bass Coast's total community emissions, which is the largest single source. Affordable housing is therefore central to the climate agenda.

How CCC advances the Climate Change Action Plan

CCAP Priority	CCC Contribution
ESD Policy: net zero buildings	CCC's housing typologies (small footprint homes) are designed for full electrification, passive solar orientation, and high thermal performance from the outset. Smaller floorplates intrinsically reduce embodied carbon and operational energy. Council's ESD Policy can be applied to CCC projects as model cases.
Reduce residential sector emissions (44.1% of total)	Every CCC dwelling replaces a household that would otherwise rent or purchase a market home, typically older stock with low energy performance. CCC builds to a higher standard and enables all-electric appliances from Day 1.
Support low-income households to reduce energy bills	CCC residents, by definition low-to-moderate income, are the cohort most exposed to energy price volatility. CCC's compact, solar-ready dwellings materially reduce this exposure. The CCAP explicitly calls for 'targeted financial and advisory services to vulnerable communities.'

CCAP Priority	CCC Contribution
Increasing energy, disaster and climate resilience	Cowes is a coastal settlement with documented sea-level rise, storm surge and coastal erosion risk. CCC prioritises sites set back from the coastal hazard zone, within the established activity centre. Housing security is itself a climate resilience factor: displaced households are more vulnerable to climate shocks.
Urban Forest Strategy / canopy cover	CCC's compact typologies, designed for to medium-density infill on Council-owned or unused land, preserve and can enhance surrounding canopy cover compared to conventional greenfield subdivision. CCC can commit to urban tree planting as part of landscaping conditions.
Circular Economy Framework	CCC's replicable, standardised typologies reduce construction waste through repetition, bulk procurement, and off-site prefabrication potential. The community rent model recycles capital locally rather than extracting it to external shareholders.

CLIMATE NOTE

Totally Renewable Phillip Island has set a community target of carbon neutrality by 2030. CCC's all-electric housing model aligns directly with this community aspiration and gives Council a concrete partnership to reference in its advocacy to State and Federal government.

PART 3: Draft Budget 2026-27 Alignment

Direct financial levers available to CCC

The Draft 2026-27 Budget contains several mechanisms through which Council can support or partner with CCC without requiring new appropriations.

Budget Item	Value	How CCC Can Leverage This
Strategic Land Acquisitions Reserve	$500,000/year ongoing	Council's own reserve for future land acquisitions. CCC can propose a co-acquisition or right-of-first-negotiation arrangement for any Council-identified Cowes land parcels, reducing the net call on this reserve by combining CCC impact finance with Council contribution.
Cowes Streetscape delivery	$3.6M (2026-27 capital)	Active investment in Cowes' amenity and public realm directly supports the case for locating community housing in the activity centre. CCC sites within walking distance of this investment benefit from Council's own capital commitment.
Vacant Land differential rate (200% of developed rate)	Rate policy lever	Council's stated rationale for the 200% vacant land rate is to 'encourage development.' CCC can request that land transferred to or leased by CCC for

Budget Item	Value	How CCC Can Leverage This
		affordable housing receive the Cultural and Recreational rate exemption (60%) or a bespoke community land trust exemption, consistent with Council's own policy objective.
Property budget: leases, licences, sales	$1.15M income projected	Council's property function already manages leases and licences across the Shire. A long-term peppercorn or below-market lease of surplus Council land in Cowes to CCC is within this existing framework, following the Roydon Road/Wyndham Ave precedent.
General Purpose Financial Assistance Grants	$7.37M (2026-27)	These Commonwealth grants underpin Council's financial capacity. CCC can assist Council in arguing that affordable housing co-investment should be a condition of regional infrastructure funding, amplifying Council's own advocacy position.
Capital Grants – Buildings (State)	$500K budgeted 2026-27	CCC's pilot project in Cowes is potentially eligible for State Government affordable housing capital grants (Social Housing Growth Fund, Regional Housing Fund, Housing Australia Future Fund). Council's support letter is typically required and materially strengthens grant applications.

PART 4: Cowes Land Strategy

Why Cowes

Council's own Affordable Housing Strategy and 2024 Housing Strategy both identify Cowes as a primary location for affordable housing in the Shire. It is the largest settlement on Phillip Island, with the greatest concentration of services, employment, and public transport access. The Cowes Activity Centre Plan and the active Streetscape investment reinforce this as Council's intended growth node for Phillip Island.

The affordability data from CCC's own analysis of the Phillip Island SA2 confirms the case: median household income of $61,100/year against a median 3-bedroom house price of $705,000 (11.5x income ratio) and a current market rent of approximately $510/week in Cowes (43% rent burden). These are crisis-level indicators that directly cause the displacement of essential workers, long-term residents, and First Nations community members.

Identified land pathway: unused road reserves

The most immediately available mechanism is Council's established road discontinuance process, which has already been used in Cowes (Roydon Road/Wyndham Avenue, transferred to Community Housing Limited under the Big Housing Build). Bass Coast has confirmed it will follow the statutory process under the Local Government Act 2020 for the sale or lease of discontinued roads.

CCC requests that Council undertake a systematic audit of unused and undeveloped road reserves within the Cowes settlement boundary, with a view to identifying parcels suitable for affordable housing, and that CCC be included as a prospective delivery partner alongside registered Community Housing Organisations.

PRECEDENT	In 2021 Council made two Cowes road reserve sites available to Community Housing Limited. This resolved to five social housing dwellings at Roydon Road/Wyndham Avenue, currently progressing under the Minister for Planning's approval pathway (clause 52.20). CCC proposes the same mechanism, with a community land trust ownership structure that keeps land in perpetuity rather than transferring freehold.

Other Council land to investigate

- Surplus or underutilised Crown Land managed by Council within the Cowes township boundary
- Land within or adjacent to the Cowes Activity Centre identified for future uses not yet programmed
- Properties in the Strategic Land Acquisitions Reserve pipeline where affordable housing use is compatible with the acquisition rationale
- Any road or drainage reserves identified through the Encroachments Policy currently being developed (Annual Action Plan item)

Site suitability criteria (CCC)

- Within walking distance (800m) of Cowes town centre, services, and public transport
- Suitable for medium-density typologies: small footprint dwellings, low to medium density (4-12 dwellings for pilot)
- Serviced or serviceable (water, sewer, power) without requiring major Council infrastructure investment
- Not within mapped coastal hazard or high flood-risk zones
- Zoned General Residential, Residential Growth, Mixed Use, or Township Zone (or areas applicable to rezoning through the active Planning Scheme Review)

PART 5: How the Model Works & Council's Return

What residents pay	What Council receives
Build-cost repayment only (not land) Ongoing community rent (covers land finance or seeds next project) **Estimated saving: up to 60% of standard mortgage cost on equivalent market home**	Measurable progress against Affordable Housing Strategy Retained land value (lease structure, not freehold sale) Reduced long-term costs in community services, emergency management, and social resilience

	ESD and CCAP progress without direct capital outlay **A replicable community-led model that scales across Wonthaggi, Inverloch, San Remo**

Eligibility and Community Benefit

CCC's ballot system for resident selection directly reflects Council's own identified priority cohorts in the Affordable Housing Strategy and the Healthy, Safe & Resilience Plan. The following preference order is proposed for the Cowes pilot:

- First Nations people with connection to Phillip Island / Bunurong country
- Essential workers (health, aged care, education, emergency services) employed on Phillip Island
- Heirloom families — long-standing local residents facing affordability displacement
- First home buyers with demonstrated local connection and income below 120% of area median
- Lower-income people in community service roles
- People who do not own another property elsewhere (no second-home buyers)

The perpetual affordability covenant ensures the benefit persists beyond the first generation of residents, consistent with Council's own long-term financial planning horizon (Long Term Financial Plan 2025-2035) and its commitment to 'future generations' in the Community Vision.

PART 6: Proposed Requests to Council

CCC proposes the following specific requests to Bass Coast Shire Council, in order of immediacy:

#	Request	Relevant Policy Mandate
1	Land audit: commission or share an audit of unused, surplus and undeveloped Council-owned or managed land within the Cowes settlement boundary, identifying parcels suitable for community housing.	*Affordable Housing Strategy: 'make Council owned land available for affordable housing, where appropriate'*
2	Partnership MOU and pilot feasibility funding allocation: execute a Memorandum of Understanding with CCC as a prospective community housing delivery partner for Cowes, enabling joint grant applications and planning pre-application discussions. Commit a budget funding allocation commitment to CCC to deliver a feasibility analysis for the pilot.	*Annual Action Plan: 'Optimising partnerships' (multiple actions); Affordable Housing Strategy partnership role*

#	Request	Relevant Policy Mandate
3	Planning Scheme submission: include CCC's request for perpetual affordability covenant provisions and community land trust recognition in Council's submission on the Bass Coast Planning Scheme Review.	*Annual Action Plan: 'Finalise the Bass Coast Planning Scheme Review'; CCAP ESD Policy action*
4	Support letter: provide a Council letter of support for CCC's applications to State and Federal affordable housing funding programs (Social Housing Growth Fund, Regional Housing Fund, HAFF).	*Advocacy priorities 2026-2028; Annual Action Plan: 'Actively champion Council's advocacy priorities'*
5	Rate concession request: investigate applying the Cultural and Recreational rate differential (60%) to land leased by CCC for affordable housing, consistent with the policy rationale for the category.	*Rating Strategy; Affordable Housing Strategy*
6	Encroachments Policy input: ensure CCC is consulted in the development of the Encroachments Policy to identify any Cowes road reserve or encroachment land with community housing potential.	*Annual Action Plan: 'Develop the Encroachments Policy'*

Conclusion

The Coastal Community Conservancy is not asking Council to do something outside its mandate. Council has already declared the intent: in its Affordable Housing Strategy, it committed to making Council land available for affordable housing. In its Annual Action Plan, it committed to advocating for affordable housing. In its Climate Change Action Plan, it committed to supporting low-income households to reduce emissions and energy burdens. In its Budget, it has retained land reserves and a property portfolio.

CCC is the delivery mechanism for commitments Council has already made.

The community of Cowes and Phillip Island has an 11.5x house price-to-income ratio, a 43% rent burden, with over 1,100 households on the Victorian Housing Register, and a documented pattern of essential worker displacement. This community cannot wait for the housing market to self-correct. This is a structural problem that requires a solution.

CCC offers that solution, grounded in Council's own policy framework, proven through an existing Cowes precedent, and ready to progress to a Phase 1 pilot within 18 months of land identification.

NEXT STEP	CCC requests a working meeting with officers from Major Projects & Property, Strategy and Growth, and Community Wellbeing to progress the land audit and MOU. We are available to meet at Council's convenience and can provide further documentation and draft MOU terms.

Submissions received via email

Submission 6

To whom it may concern,

I have been reviewing your budget papers posted on 15 April 2026 and noticed there is a significant increase forecast in planning fees in 2026/27.

I could not find anything in the budget papers discussing this increase.

Are you please able to provide some commentary as to why such a big jump is forecast?

8.1.2 Statutory fees and fines

	Forecast Actual 2025/26 $'000	Budget 2026/27 $'000	Change $'000	Change %
Infringements and costs	418	409	(9)	(2.2%)
Town planning fees	240	440	200	83.5%
Land information certificates	90	90	0	0.5%
Permits	2,651	2,869	217	8.2%
Total statutory fees and fines	**3,399**	**3,808**	**409**	**12.0%**

My contact details are:

[redacted]

[redacted]

Kind regards,

Submission 7

Chief Executive Officer Mr Greg Box. Bass Coast Shire Council.

Copy to the Mayor and Deputy Mayor of the Bass Coast Shire Council.

Council is directing people to council's Engage Bass Coast web page to read details of the draft Budget 2026/27.

Opening the page on Engage Bass Coast it reads as follow:-

"BCSC Draft

Annual Budget

2026-27.

Have your say on the Draft Budget for 2026-2027!

Submissions open until Friday 8 May at 5.00 pm."

However, the opening page does not indicate the other very important draft plans and documents seeking public submissions, such as:-

1. The Draft Annual Action Plan 2026-27 consisting of 4 pages.

2. The draft Fees and Charges 2026-27 which can be found on pages 70-79 at the back of the Draft Budget 2026-27.

The index of the Draft Budget 2026-27, references descriptions to page numbers ending at page 70. Refer to page 2 of the Draft Budget 2026-27.

Page 71-79 are not referenced. Why.

The Fees and Charges listing must be contained into a separate document for the public to read.

3. The Draft Revenue and Rating Plan 2026.

I request the opening page to Engage Bass Coast initially show the connection to the other three draft plans seeking submissions. Each must be shown separately on the main opening page of Engage Bass Coast.

The opening page must clearly show where to find and read each draft document.

Regards

[redacted]

Submission 8

Good morning [redacted] Financial Manager. Bass Coast Shire Council.

I am contacting you seeking explanations to a number of missing category listings to the draft Fees and Charges 2026-27.

I provide missing details :-

Page 1. Halls - Group B (Krowera, Kernot, Glen Alvie, Coronet Bay).

Public Liability Insurance Gap Claim Part A. $.

Public Liability Gap Claim Part B and C. $.

Family activities - 2 Children. $.

Page 3. Ticketing.

Subsidy - Booking Fee*. $.

Page 3. Other Charges.

Standard - Merchandise Commission on Gross Sales. $.

Standard - Commission on Gross Sale. $.

Page 7. Waste Fees.

Upsize landfill bin 120L to 240L. $

Upsize landfill in 120L to 240L with a medical exemption. $.

Additional 120L landfill bin. $.

Additional 240L landfill bin. $.

Additional 240L recycle bin. $.

Additional 240L organics bin. $.

Additional 120L landfill bin - Commercial. $.

Additional 240L landfill bin - Commercial. $.

Additional 240L recycling bin - Commercial. $.

Additional 240L organics bin - Commercial. $.

Have these previous listings been discontinued ?

Have a good day.

Regards

[redacted]

Submission 9

Chief Executive Officer Mr Greg Box, Bass Coast Shire Council.

Copy to the Mayor and Deputy Mayor and Councillors.

Submission to the draft Fees and Charges 2026/27.

I am making an objection to the sub standard, unprofessional presentation of the draft Fees and Charges 2026/27 and give reasons why.

Reasons for the objection:-

1. The draft Fees and Charges 2026/27 listing consisting of 10 pages is not a standalone individual draft document when the councillors approved the pages for public submissions (15 April 2026). Council has of the 21 April 2026 created a standalone Fees and Charges listing. It continues to remain in the pages of the draft budget 2026/27.

2. The presented Fees and Charges 2026/27 details can be found by the public by going to Engage Bass Coast . The draft budget 2026/27 has all details hidden at the rear of the draft Budget 2026/27 document on pages 70 to 79 with no reference to.

3. The pages of the Fees and Charges 2026/27 do not include a summary page including an appendix with page referencing.

4. Having no summary page, council fails to inform of all Statutory requirements connected to the establishment of proposed new Fees and Charges 2026/27 including their Statutory Acts.

5. Council fails to inform the Statutory reasons why Fees and Charges proposed have risen as shown and the reason council's Fees and Charges have risen above the Consumer Price Index of 3.7% and the Rate Cap of 2.75%.

6. Council fails to inform the reason why new categories of Fees and Charges have been added into the presented listing.

7. Council fails to inform as part of the draft Fees and Charges 2026/27 listing the connection to the draft Budget 2026/27.

8. The presented pages of the draft Fees and Charges 2026/27 do not show financial income stream details. The draft Budget 2026/27, page 31, Comprehensive Income Statement informs Statutory Fees and fines for 2026/27, income of $3.808 million and User fees income of $6.214 million.

However, page 34, Cash flow statement informs differently cash income for Statutory Fees and fines for 2026/27 to be $4.239 million and User fees income to be $6.918 million.

The reason for the differences across the draft Comprehensive Income State and the Cash Flow Statement is unknown.

Which ever the correct income figures are then they must be shown in the draft Fees and Charges document.

My submission requests:-

A. I request council revises the draft Fees and Charges 2026/27 currently available and to include all of the 1 to 8 points above that I have expressed as objections.

B. I request council discontinue the current listing of draft Fees and Charges 2026/27 and for council to publish the revised draft Fees and Charges 2026/27 before 30 April 2026 and change the closing date for submissions to an extended date of the 14 May 2026, at 5.00 pm.

C. I request the revised Fees and Charges 2026/27 document be handled by council as a separate document and submitted to a council meeting as a singular agenda item for debate and voting purposes.

D. I request the Fees and Charges 2026/27 determined by council that are primarily connected to the building of homes in the Bass Coast Shire to be set at a zero percentage rise for 2026/27 during this cost of living crisis. Council to provide a listing to councillors for fee charges connected to building homes.
The Federal and State Governments are urgently seeking new homes to be built. Council must assist by not increasing connected fees.

I note the draft Fees and Charges 2026/27 listing consists of:-

1. The total Fees and Charges categories is approximately 393.

2. The total Statutory Fees and Charges is 83. Set by the State Government.

3. The total Council set Fees and Charges is approximately 310.

4. The number of new Fees and Charges is 13.
12 for council and 1 for Statutory.

5. The Statutory percentage increases for Fees and Charges range from 0% = 79, 9.7% = 1, 11.8%= 1, 20.7%=1 and 100%=1 (new, page 8).

6. The Council percentage increases for Fees and Charges range from
Reductions in Fees and Charges = 7. Acceptable.

Fees and charges at 0% rise = 50. Acceptable.

Increases in Fees and charges ranging from 1.1% to 3.7% (CPI figure) = 166. Acceptable.

Increases in Fees and Charges above the CPI figure (3.7%) ranging from 3.8% to 549.2% = 82. Not acceptable.

E. I request Councillors to review each singular listed Fees and Charges that are proposed to increase ranging from 3.8% to 549.2%
In doing the singular review I point out:-

a. Removal of a Protected Tree (page 4), last year $238.00 to increase to $1,545.00 - 154.2%.
I do not understand councils thinking to this new fee or the connecting fee for Removal of a Significant Tree (page 4), last year $1,500.00 to increase to $1,545.00 - 3.00%.
Council has a plan to green Bass Coast Shire. Council has planted 1500 to 2000 trees and has plans to reduce or stop tree removal.
Council Climate Change Emergency is aimed at reducing CO2, trees do that.
So why has council set both of these category listing at $1,545.00 when developers can easily pay the money.
Surely these figure could be increased to $5,000.00 each and that might make a point to the Bass Coast Shire people. Please discuss options knowing property owners can remove trees under the 10/30 bushfire protection rules.
What might be connected to housing developments in the shire for new dwellings.

F. I request the listing Copy of planning permit documents (archive file retrieval) set for an increase of 111.8% - last year $85.00 to increase to $180.00 (page 3) is not justified and must remain set at $85.00.
Archived files connected to council computer history and labour to obtain past paper files can include photo copying and minor search time to retrieve. The cost must remain at $85.00.

G. I request council inform the public the new fee charge for the Public Open Space Valuation currently reported as TBA (page 3).
What is the fee that a private company or the rating department is to charge for their work on the computer or on site ?

H. I request Councillors to explain why 12 new Fees and Charges 2026/27 have been added to the listing.
Council's new fees and charges - pages 1,2,3,4,7,8,10.

I. I request Councillors to explain - POA - E-waste solar panels - small, portable/RV (not household systems) page 7.
A summary explanation for the fee charge across examples is the be included into the Fees and Charges 2026/27 listing.

I point out to all Councillors, you are the ones responsible for each fee charge setting which can be adjusted prior to your approval at a council meeting.

I request a reply to this submission point by point.

Regards

[redacted]

30

Submission 10

Chief Executive Officer Mr Greg Box, Bass Coast Shire Council.

Copy to the Mayor Cr Rochelle Halstead, Deputy Mayor Cr Brett Tessari and Councillors.

Submission to the draft Action Plan 2026-27 which is not a plan, its 4 pages of listings.

FACTS draft Budget 2026-27:-

$88.6 million Operating budget to support Council services. Page 4.

Cash and cash equivalents (cash on hand and cash in the bank) 2025-26 $24.245 m, 2026-27 $14.748 m. Page 32.

Other financial assets (investments in term deposits and shares) 2025-26 $27.776 m, 2026-27 $27.776 m. Page 32.

Total 2025-26 $52.021 m, 2026-27 $42.524 m.

Current liabilities 2025-26 $44.248 m (to be paid during the first 3 months of the year ending 30 September 2026. Employee costs of approximately $10,417 m per quarter. Page 32.

Employee costs 2025-26 $37,551 m, 2026-27 $41,671 m Cash expenditure. Page 34.

Consultants expenditure 2025-26 $3,364 m, 2026-27 $3,489 m. Page 50.

The equation shows a shortfall in revenue during September 2026 as the 1st installments payable of rates is scheduled at 30 September 2026.

Overspending councils one year cash 2025-26 $5.186 m, 2026-27 $9.497 m. Page 34.

Adjusted Underlying results 2025-26 negative loss $13.600 m, 2026-27 negative loss $9.960 m. Page 11.

The Council Plan 2025-29 was approved by council on **8th October 2025** after the 2025-26 Budget was approvedThe Council Plan includes 4 Strategic Objectives.

1. Naturally Beautiful.

2. Thriving Places.

3. Vibrant Communities.

4. Visionary Leadership.

The Council Plan 2025-29 and the 4 Strategic Objectives are Statutory requirements set out in the Local Government Act 2020.

The Draft Action Plan 2026-27 must be directly connected to the 4 Strategic Objectives listed in the Council Plan 2025-29.

However, 95 percent of the actions listed in the 4 pages of the draft Action Plan 2026-27 do not correlate across to the draft Budget 2026-27 pages 20 to 30.

What are the cost benefits to ratepayers and residents of the Bass Coast Shire?

Therefore the draft Action Plan 2026-27 must be brought into line (rewritten) to reflect the service actions shown on pages 20-30 in the draft Budget 2026-27 or the draft Budget is in error.

I provide the Draft Action Plan 2026-27 consisting of 4 pages showing as headings each Strategic Objective 1 to 4.

1. I request the Action Plan 2026-27 include additional information to the 4 Strategic Objectives "Major Initiatives" numbering 29.

a. To include to each "Major Initiatives" the Actions that are Statutory and Council initiatives by **adding an S and C to the plan**.

b. To include to each "Major Initiatives Actions" **budgeted funding figures**.

2. I request the Action Plan 2026-27 include a **summary initial page** with an **appendix and page referencing** and **quarterly timelines.** The summary includes the cross links to the council 10 year Long Term Financial Plan 2025-35.

The Draft Budget 2026-27 pages 20 to 30, headings of:-

6.1 **Strategic Objective 1:** Naturally Beautiful. Pages 20-21, with 6 "Service areas and their Budget 2026-27 financials."

The Draft Budget 2026-27 financials are ($'000):-

a. Total income $3,768 m.

b. Total expenditure (**$25,439) m.**

c. **Surplus / (Deficit) ($21,671) m. PROBLEM.**

3. I request the total income, expenditure and surplus / (deficit) financial be added to page 20.

6.2 **Strategic Objective 2:** Thriving Places. Pages 22-24, with 12 "Service areas and their Budget 2026-27 financials."

The Draft Budget 2026-27 financial are ($'000):-

a. Total income $5,571 m.

b. Total expenditure **($28,498) m.**

c. Surplus / **(Deficit) ($22,927) m. PROBLEM.**

4. I request the total income, expenditure and surplus / (deficit) financials be added to page 23.

6.3 **Strategic Objective 3:** Vibrant Communities. Pages 25-26, with 7 "Service areas and their Budget 2026-27 financials."

The Draft Budget 2026-27 financials are ($'000):-

a. Total income $3,861 m.

b. Total expenditure **($16,573) m.**

c. **Surplus / (Deficit) ($12,712) m. PROBLEM.**

5. I request the total income, expenditure and surplus / (deficit) financials be added to page 25.

6.4 **Strategic Objective 4:** Visionary Leadership. Pages 27-29, with 5 "Service areas and their Budget 2026-27 financials."

The Draft Budget 2026-27 financials are ($'000):-

a. Total income $2,178 m.

b. Total expenditure **($19,143) m.**

c. **Surplus / (Deficit) ($16,965) m. PROBLEM.**

Grand totals:-

Income $15,378 m.

Expenditure **($89,653) m.**

Surplus / (Deficit) ($74,275) m. PROBLEM. ***This deficit year by year goes unnoticed. Its a planned deficit of ($74,275) million. This is a planned shortfall in revenue.***

In 2024-25 budget, the planned deficit was ($57,068) million. Page 33.

In 2025-26 budget, the planned deficit is ($72,512) milion. Page 32.

6. I request the total income, expenditure and surplus / (deficit) financials and grand totals be added to page 27.

6.8 Performance Statement. page 30.

6.9 Reconciliation with Budgeted operating result. Page 30. Providing the 4 Strategic Objectives of the Council Plan 2025-29 with financial figures, Income / Revenue $'000, Expenditure $'000, Surplus / (Deficit) $'000 confirms my financial figures to the 4 Strategic Objectives.

I provide a combined PDF file showing the 4 Strategic Objectives included in the Draft Budget 2026-27 (pages 20 to 30) and the 4 pages of the Draft Action Plan 2026-27 with details in blue.

Now let's review some of the Actions (total 29) listed in the draft Action Plan 2026-27.

Action 3, Major Initiatives page 1. *Develop priority actions for the Circular Economy Framework.*

7. I request Action 3 be removed from the Draft Action Plan 2026-27. Council currently operates a 3 bin system that includes recycling. Packaging laws are determined by Federal and State Governments, Council is not intending to establish a company business in its own right to manufacture usable products that can be turned into another product. Council does not state how it will be supporting a circular economy in the content of the draft Action Plan 2026-27 with costs connected.

Action 8, Major Initiatives page 2. *Amend the Road Management Plan.*

8. I request Action 8 fully explain why this action is to be reviewed when recently council revised its Road Management Plan that set out principles of future Streetscape Upgrades across the shire. Council states in this draft plan the amendment is to Providing fit for purpose assets and facilities. What outcomes does that mean ?

Action 12, Major Initiatives page 2. *Continue Land Use Planning, Partnership Development and Master Planning of the Former Wonthaggi Secondary College Site.*

The old Wonthaggi College site is currently owned by the State Government. Why is Council "Providing fit for purpose assets and facilities" to a large property with an old building it does not own currently and why is council using revenue in a year of a State election. Any current letters of intent could be cancelled. Future funding must be stopped. Council must explain in detail further.

Action 17, Major Initiatives page 2. *Develop the Encroachment Policy. Delivering well-planned townships. Major Projects and Property.*

Why is this necessary when town boundaries have already been set by the State Government and gazetted.

9. I request further information be provided to this action. Why is it necessary and what is the budget cost?

Action 21, Major Initiatives page 3. *Implement the First Nations Framework and further engage the Bass Coast First Nations Communities in development of inaugural Reconciliation Action Plan. Walking alongside First Nations Communities on the path to reconciliation. Community Wellbeing and Culture.*

The population of voters across Australia voted against a Federal "VOICE" referendum recently, the majority said NO.

The State Government has a First Nations "TREATY" in law and paid advisory committees under the "Indigenous cultural heritage laws" and did not seek approval from the Victoria population.

There are **12 registered Aboriginal Parties** each setting fees and charges and **352 heritage consultants** which are causing delays in decisions, cost blowouts and undertaking matters outside their scope of knowledge.

Action 21 is either a cost shifting action from the State Government or its primarily a listed council action.

10. I request Action 21 be removed from this draft Action Plan 2026-27 and for council to provide to the people of the Bass Coast Shire the full reason for this listing.

Action 23, Major Initiatives page 3. *Progress Implementation of dinosaur trail masterplan. Promoting healthy, active, safe and inclusive communities. Economic Development and Investment.*

11. I request Action 23 be put on hold until the year 2027-28 as a cost saving year to 2026-27 during this period of an unknown economic climate. There will be no benefit practically and must be delayed.

Action 25, Major Initiatives page 4. *Finalise a review of the Waste Services Charge. Strengthen waste management. Effective communication and engagement. Maximising alternate revenue. Financial Services.*

12. I request the council to provide detailed information connected to action 25. The Waste Contract, Waste Management, Landfill Levy and EPA details are in question. The current 10 year Waste Contract 2016 and extended contributes to this action 24. But how?

Action 26, Major Initiatives page 4. *Deliver a new Council website. Effective communication and engagement. driving innovation. Governance and Communications.*

13. I request the council explain what is the problem with the current website, why it is to be changed and what is the early days cost connected to this action 26. What are the clear cost benefit details to the people of the shire that warrant this action 25?

Conclusion.

The 4 pages of the Action Plan 2026-27 is a listing and not a plan. A number of actions included are listed to ensure officers have new work (create work) and in some cases to increase labour at council and support contractors.

Nice to do actions are not warranted. Actions that create cost shifting from other governments must not be included into any action plan.

I reject this draft Action Plan 2026-27.

Councillors have the authority to establish Action Plans that are fully supported by the Objectives of the Council Plan and its supporting budgeted Strategic Objectives Service areas. This draft Action Plan 2026-27 fails in the majority.

Draft 2026-2027 Annual Action Plan Items

Strategic Objective: Naturally Beautiful Together we build resilience and protect and enhance our natural environment.

Action	Aligned Priority	Lead Department
Deliver the Urban Forestry Strategy planting program	• Increasing energy, disaster and climate resilience	Sustainable Environment
Reform the Rural Land Management Program and align to Council Plan objectives, to deliver enhanced biodiversity and natural asset protection that targets high-value conservation work.	• Enhancing biodiversity and natural asset protection • Optimising water management	Sustainable Environment
Develop priority actions for the Circular Economy Framework	• Supporting circular economy	Sustainable Environment
Partner with Bass Coast Landcare Network and Western Port Biosphere Foundation to deliver environmental leadership that promotes biodiversity, waterway health and climate resilience across the region	• Enhancing biodiversity and natural asset protection • Optimising partnerships • Optimising water management	Sustainable Environment

Draft 2026-2027 Annual Action Plan Items

Strategic Objective: Thriving Places

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

Action	Aligned Priority	Lead Department
Deliver Invest Bass Coast – a digital investment attraction project	• Supporting local industry, business and agriculture	Economic Development and Investment
Obtain Eco Destination Certification	• Enhancing Eco Tourism	Economic Development and Investment
Deliver the 2026-2027 Capital Works Program	• Providing fit for purpose assets and facilities • Delivering well-planned townships	Infrastructure Services
Amend the Road Management Plan	• Providing fit for purpose assets and facilities	Infrastructure Services
Finalise the Bass Coast Planning Scheme Review	• Delivering well-planned townships • Facilitating sustainable development	Strategy and Growth
Advocate for funding for the delivery of Stage 1 of the Phillip Island Sporting Precinct	• Providing fit for purpose assets and facilities	Major Projects and Property
Finalise delivery of stage 1 of the Cowes Foreshore Precinct Project works	• Providing fit for purpose assets and facilities	Major Projects and Property
Continue Land Use Planning, Partnership Development and Master Planning of the Former Wonthaggi Secondary College Site	• Providing fit for purpose assets and facilities	Major Projects and Property
Finalise Detailed Designs for the Bass Coast Aquatic and Leisure Centre (Wonthaggi)	• Providing fit for purpose assets and facilities	Major Projects and Property
Commence a Planning Scheme Amendment to implement priority actions of the Wonthaggi Structure Plan Review	• Delivering well-planned townships • Facilitating sustainable development	Strategy and Growth
Finalise a Planning Scheme Amendment to implement priority actions of the San Remo Structure Plan	• Delivering well-planned townships • Facilitating sustainable development	Strategy and Growth
Finalise background studies for the environmental values mapping across the Shire, including the Western Port Woodlands	• Facilitating sustainable development	Strategy and Growth
Develop the Encroachments Policy	• Delivering well-planned townships	Major Projects and Property

Strategic Objective: Vibrant Communities

Communities are healthy, inclusive, safe and socially connected. Communities celebrate opportunity, recreation, diversity, heritage and reconciliation.

Action	Aligned Priority	Lead Department
Deliver the Healthy, Safe and Resilience Plan 2025-2029 and Disability Action Plan 2025-2029	• Promoting healthy, active, safe and inclusive communities • Support young people to live, learn, play and connect locally • Advocate to increase in affordable housing and access to local services	Community Wellbeing and Culture
Deliver the Domestic Animal Management Plan 2026-2029	• Promoting healthy, active, safe and inclusive communities	Community Wellbeing and Culture
Develop the 2026-2029 Municipal Emergency Management Plan (MEMP) in partnership with Municipal Emergency Management Planning Committee agencies	• Strengthening community connection and resilience	Community Wellbeing and Culture
Implement the First Nations Framework and further engage the Bass Coast First Nations Communities in development of inaugural Reconciliation Action Plan.	• Walking alongside First Nations communities on the path to reconciliation	Community Wellbeing and Culture
Develop the Marketing and Audience Development Strategy 2026-2029 for Arts, culture and Heritage	• Celebrating culture and history	Community Wellbeing and Culture
Progress implementation of dinosaur trail masterplan	• Promoting healthy, active, safe and inclusive communities	Economic Development and Investment

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

Action	Aligned Priority	Lead Department
Enhance customer experience by improving engagement channels	• Effective communication and engagement • Driving innovation	Customer and Digital Experience
Finalise a review of the Waste Service Charge	• Strengthening waste management • Effective communication and engagement • Maximising alternative revenue	Financial Services
Deliver a new Council website	• Effective communication and engagement • Driving innovation	Governance and Communications
Deliver the Workforce Plan 2026-2029	• Driving innovation	People and Culture
Actively champion Council's advocacy priorities	• Strong advocacy • Optimising partnerships	Governance and Communications
Deliver sector-leading beach safety through partnership	• Driving innovation • Optimising partnerships	Community Wellbeing and Culture

6.1 Strategic Objective 1: Naturally Beautiful

Draft Budget 2026-27

Described below are the services, major initiatives and service performance indicators for each business area to achieve our objective of Naturally Beautiful; Together we build resilience and protect and enhance our natural environment.

Services

BUDGET

Service areas	Description of services provided		2024/25 Actual $'000	2025/26 Forecast $'000	2026/27 Budget $'000
Governance & Leadership	Deliver leadership and management to build resilience and protect and enhance our natural environment.	*Income*	-	-	-
		Expenditure	697	699	646
		Surplus / (Deficit)	(697)	(699)	(646)
Environmental Partnerships	Support environmental partnership relationships and oversee management agreements and projects.	*Income*	2	10	-
		Expenditure	351	379	378
		Surplus / (Deficit)	(349)	(369)	(378)
Environmental Policy & Strategy	Manage environmental strategies and plans.	*Income*	138	33	5
		Expenditure	191	234	141
		Surplus / (Deficit)	(53)	(201)	(136)
Environmental Program Delivery	Manage foreshore and bushland reserves, urban forestry and sustainability programs.	*Income*	97	59	21
		Expenditure	2,495	2,504	1,771
		Surplus / (Deficit)	(2,398)	(2,445)	(1,750)
Resource Recovery & Waste Management	Kerbside bin collection, manage active and closed landfills, operate Transfer Stations, waste education.	*Income*	3,867	3,396	3,742
		Expenditure	15,386	20,802	20,920
		Surplus / (Deficit)	(11,519)	(17,406)	(17,178)
Open Space	Maintain fit for purpose wetlands. Deliver tree planting program.	*Income*	-	-	-
		Expenditure	1,374	1,528	1,583
		Surplus / (Deficit)	(1,374)	(1,528)	(1,583)

TOTAL $ INCOME and EXPENDITURE $ -

Strategic Objective: Naturally Beautiful — Together we build resilience and protect and enhance our natural environment.

Draft Action Plan 2026-27

Major Initiatives

	Action	Aligned Priority	Lead Department
1.	Deliver the Urban Forestry Strategy planting program	• Increasing energy, disaster and climate resilience	Sustainable Environment
2.	Reform the Rural Land Management Program and align to Council Plan objectives, to deliver enhanced biodiversity and natural asset protection that targets high-value conservation work.	• Enhancing biodiversity and natural asset protection • Optimising water management • Supporting circular economy	Sustainable Environment
3.	Develop priority actions for the Circular Economy Framework		Sustainable Environment
4.	Partner with Bass Coast Landcare Network and Western Port Biosphere Foundation to deliver environmental leadership that promotes biodiversity, waterway health and climate resilience across the region	• Enhancing biodiversity and natural asset protection • Optimising partnerships • Optimising water management	Sustainable Environment

6.1 Strategic Objective 1: Naturally Beautiful (continued)

Major Initiatives

1. Deliver the Urban Forestry Strategy planting program
2. Reform the Rural Land Management Program and align to Council Plan objectives, to deliver enhanced biodiversity and natural asset protection that targets high-value conservation work
3. Develop priority actions for the Circular Economy Framework
4. Partner with Bass Coast Landcare Network and Western Port Biosphere Foundation to deliver environmental leadership that promotes biodiversity, waterway health and climate resilience across the region

Service Performance Outcome Indicators

Council Plan Strategic Indicators	Target or desired trend
Increase number of trees within shire townships	Council plant 1500 trees
Community satisfation of waste management	Maintain or increase
Percentage of Council electricity use from renewable sources	100%
Increase native vegetation across the Shire	Council and partners plant 360,000 native plants in the rural landscape

Domain	Indicator	Performance Measure
Environment*	Waste management	Kerbside collection waste to landfill per serviced property
Cost	Waste management	Cost of kerbside waste collection services

* Refer to table at section 6.7 for information on the calculation of Service Performance Outcome Indicators

6.2 Strategic Objective 2: Thriving Places

Draft Budget 2026-27

Described below are the services, major initiatives and service performance indicators for each business area to achieve our objective of Thriving Places; Facilities and infrastructure meet current and future needs. Growth is sustainable and well-planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.

BUDGET

Service areas	Description of services provided		2024/25 Actual $'000	2025/26 Forecast $'000	2026/27 Budget $'000
Building & Statutory Planning	Administer and enforce building requirements and regulations. Assess planning permits and other applications, provide land use advice.	*Income*	1,153	1,257	1,201
		Expenditure	2,791	2,791	2,935
		Surplus / (Deficit)	(1,638)	(1,534)	(1,734)
Buildings, Plant & Operations	Maintain Council owned facilities, public amenities and equipment.	*Income*	-	28	79
		Expenditure	3,611	4,014	4,231
		Surplus / (Deficit)	(3,611)	(3,986)	(4,152)
Economic Development	Drive sustainable economic growth by delivering strategic marketing and brand development, supporting local business, and enhancing the region through visitor experience and event development.	*Income*	248	123	117
		Expenditure	1,831	1,876	1,812
		Surplus / (Deficit)	(1,583)	(1,753)	(1,695)
Construction, Civil Design & Assets	Deliver, manage and maintain fit for purpose community infrastructure and assets.	*Income*	92	179	20
		Expenditure	2,476	2,814	2,701
		Surplus / (Deficit)	(2,384)	(2,635)	(2,681)
Development Services	Facilitate quality and functional infrastructure, Ensure development compliance.	*Income*	572	401	571
		Expenditure	1,322	1,403	1,483
		Surplus / (Deficit)	(750)	(1,002)	(912)
Governance & Leadership	Deliver leadership and management to ensure facilities and infrastructure meet current and future needs: Growth is sustainable and well planned; Our economy, agriculture, tourism and industries are resilient, and our unique character is preserved.	*Income*	-	-	-
		Expenditure	1,895	1,953	1,959
		Surplus / (Deficit)	(1,895)	(1,953)	(1,959)
Growth Area Planning	Assess planning permits. Collect and manage developer contributions. Monitor and prioritise the delivery of infrastructure.	*Income*	29	129	25
		Expenditure	1,299	1,406	1,731
		Surplus / (Deficit)	(1,270)	(1,277)	(1,706)
Major Projects	Master planning and advocacy for transformative projects.	*Income*	-	-	-
		Expenditure	123	123	127
		Surplus / (Deficit)	(123)	(123)	(127)

6.2 Strategic Objective 2: Thriving Places (continued)

BUDGET

Service areas	Description of services provided		Actual $'000	Forecast $'000	Budget $'000
Open Space	Maintain fit for purpose open spaces, tracks and trails, playgrounds and public amenities.	*Income*	96	100	103
		Expenditure	4,371	4,929	5,120
		Surplus / (Deficit)	(4,275)	(4,829)	(5,017)
Property	Oversee Council managed land, including leases and licensing, and purchasing and sales.	*Income*	1,111	1,154	1,310
		Expenditure	744	608	700
		Surplus / (Deficit)	367	546	610
Roads & Drainage	Maintain fit for purpose local roads, footpaths and drainage systems.	*Income*	2,910	1,994	2,045
		Expenditure	4,696	4,924	5,018
		Surplus / (Deficit)	(1,786)	(2,930)	(2,973)
Structures	Maintain fit for purpose marine structures, bridges, boardwalks, major culverts, retaining walls, jetties and public artwork.	*Income*	334	58	100
		Expenditure	437	463	681
		Surplus / (Deficit)	(103)	(405)	(581)

TOTAL $ INCOME & EXPENDITURE $ -

Major Initiatives

5. Deliver Invest Bass Coast – a digital investment attraction project
6. Obtain Eco Destination Certification
7. Deliver the 2026-2027 Capital Works Program
8. Amend the Road Management Plan
9. Finalise the Bass Coast Planning Scheme Review
10. Advocate for funding for the delivery of Stage 1 of the Phillip Island Sporting Precinct
11. Finalise delivery of stage 1 of the Cowes Foreshore Precinct Project works
12. Continue Land Use Planning, Partnership Development and Master Planning of the Former Wonthaggi Secondary College Site
13. Finalise Detailed Designs for the Bass Coast Aquatic and Leisure Centre (Wonthaggi)
14. Commence a Planning Scheme Amendment to implement priority actions of the Wonthaggi Structure Plan Review
15. Finalise a Planning Scheme Amendment to implement priority actions of the San Remo Structure Plan
16. Finalise background studies for the environmental values mapping across the Shire, including the Western Port Woodlands
17. Develop the Encroachments Policy

6.2 Strategic Objective 2: Thriving Places (continued)

Service Performance Outcome Indicators

Council Plan Strategic Indicators	Target or desired trend
Community satisfaction of sealed roads	Maintain or increase
Percentage of Council's Capital Works Program completed	80%
Renewal Funding Ratio	85-115%
Community satisfaction of recreational facilities	Maintain or increase
Annual total number of visits to leisure centres	Maintain or increase
Community satisfaction of the appearance of public areas	Maintain or increase
Community satisfaction of tourism development	Maintain or increase
Number of business permit applications supported through Council's Business Concierge Program	Maintain or increase

Domain	Indicator	Performance Measure
Environment*	Roads	Sealed local roads below the intervention level
Responsiveness*	Statutory planning	Planning applications decided within the relevant required time

* Refer to table at section 6.7 for information on the calculation of Service Performance Outcome Indicators

Draft Action Plan 2026-27

Strategic Objective: Thriving Places 2 Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved. Major Initiatives

	Action	Aligned Priority	Lead Department
5.	Deliver Invest Bass Coast – a digital investment attraction project	• Supporting local industry, business and agriculture	Economic Development and Investment
6.	Obtain Eco Destination Certification	• Enhancing Eco Tourism	Economic Development and Investment
7.	Deliver the 2026-2027 Capital Works Program	• Providing fit for purpose assets and facilities • Delivering well-planned townships	Infrastructure Services
8.	Amend the Road Management Plan	• Providing fit for purpose assets and facilities	Infrastructure Services
9.	Finalise the Bass Coast Planning Scheme Review	• Delivering well-planned townships • Facilitating sustainable development	Strategy and Growth
10.	Advocate for funding for the delivery of Stage 1 of the Phillip Island Sporting Precinct	• Providing fit for purpose assets and facilities	Major Projects and Property

Page 24

11.	Finalise delivery of stage 1 of the Cowes Foreshore Precinct Project works	• Providing fit for purpose assets and facilities	Major Projects and Property
12.	Continue Land Use Planning, Partnership Development and Master Planning of the Former Wonthaggi Secondary College Site	• Providing fit for purpose assets and facilities	Major Projects and Property
13.	Finalise Detailed Designs for the Bass Coast Aquatic and Leisure Centre (Wonthaggi)	• Providing fit for purpose assets and facilities	Major Projects and Property
14.	Commence a Planning Scheme Amendment to implement priority actions of the Wonthaggi Structure Plan Review	• Delivering well-planned townships • Facilitating sustainable development	Strategy and Growth
15.	Finalise a Planning Scheme Amendment to implement priority actions of the San Remo Structure Plan	• Delivering well-planned townships • Facilitating sustainable development	Strategy and Growth
16.	Finalise background studies for the environmental values mapping across the Shire, including the Western Port Woodlands	• Facilitating sustainable development	Strategy and Growth
17.	Develop the Encroachments Policy	• Delivering well-planned townships	Major Projects and Property

6.3 Strategic Objective 3: Vibrant Communities Draft Budget 2026-27

Described below are the services, major initiatives and service performance indicators for each business area to achieve our objective of Vibrant Communities; Communities are healthy, inclusive, safe and socially connected. Communities celebrate opportunity, recreation, diversity, heritage and reconciliation.

BUDGET

Service areas	Description of services provided		2024/25 Actual $'000	2025/26 Forecast $'000	2026/27 Budget $'000
Heritage	Deliver vibrant cultural experiences including activating cultural facilities and supporting creative community projects.	*Income*	1,196	1,153	1,143
		Expenditure	2,701	2,684	2,650
		Surplus / (Deficit)	(1,505)	(1,531)	(1,507)
Community Wellbeing	Supports people at every stage of life to build inclusive and connected communities. Promote inclusion, accessibility, and safe, welcoming spaces for all. Manage contracted service of maternal child health, youth services and libraries. Coordinate kindergarten enrolment services and deliver immunisation and community grants.	*Income*	258	303	108
		Expenditure	4,427	4,810	4,757
		Surplus / (Deficit)	(4,169)	(4,507)	(4,649)
Community Safety & Resilience	Administer local laws, domestic animal management, school crossings, parking enforcement, boat ramp operations, environmental health and other regulatory compliance. Lead emergency management response and community safety initiatives.	*Income*	2,177	2,240	2,311
		Expenditure	3,361	3,967	3,894
		Surplus / (Deficit)	(1,184)	(1,727)	(1,583)
Customer & Visitor Experience	Deliver high quality customer service that is welcoming and inclusive.	*Income*	266	270	284
		Expenditure	2,361	2,357	2,388
		Surplus / (Deficit)	(2,095)	(2,087)	(2,104)
Governance & Leadership	Deliver leadership and management to ensure communities are healthy, inclusive, safe and socially connected; Foster communities that celebrate opportunity, recreation, diversity, heritage and reconciliation.	*Income*	-	-	-
		Expenditure	438	467	186
		Surplus / (Deficit)	(438)	(467)	(186)
Recreation & Leisure	Planning, maintenance and service delivery of recreation facilities, sporting grounds, leisure facilities, projects, programs and strategies.	*Income*	33	42	15
		Expenditure	1,691	1,910	1,774
		Surplus / (Deficit)	(1,658)	(1,868)	(1,759)
Transport & Movement	Transport planning, traffic and road safety, Electric Vehicle (EV) charging, road and drainage upgrade projects.	*Income*	-	6	-
		Expenditure	770	719	924
		Surplus / (Deficit)	(770)	(713)	(924)

TOTAL $ INCOME & EXPENDITURE $ -

Page 26

6.3 Strategic Objective 3: Vibrant Communities (continued)

Major Initiatives

18. Deliver the Healthy, Safe and Resilience Plan 2025-2029 and Disability Action Plan 2025-2029
19. Deliver the Domestic Animal Management Plan 2026-2029
20. Develop the 2026-2029 Municipal Emergency Management Plan (MEMP) in partnership with Municipal Emergency Management Planning Committee agencies
21. Implement the First Nations Framework and further engage the Bass Coast First Nations Communities in development of inaugural Reconciliation Action Plan.
22. Develop the Marketing and Audience Development Strategy 2026-2029 for Arts, Culture and Heritage
23. Progress implementation of dinosaur trail masterplan

Service Performance Outcome Indicators

Council Plan Strategic Indicators	Target or desired trend
Youth Services contract KPIs met or exceeded	≥ 85 % of KPIs met or exceeded each year
Community satisfaction with art centres and libraries	Maintain or increase
Community satisfaction with community and cultural activities	Maintain or increase

Domain	Indicator	Performance Measure
Community	Library services	Library membership
Cost	Library services	Cost of library services
Responsiveness	Food safety	Critical and major non-compliance outcome notifications

* Refer to table at section 6.7 for information on the calculation of Service Performance Outcome Indicators

Strategic Obje 3. Communities are healthy, inclusive, safe and socially connected. Communities celebrate opportunity, recreation, diversity,

Draft Action Plan 2026-27

Major Initiatives

	Action	Aligned Priority	Lead Department
18.	Deliver the Healthy, Safe and Resilience Plan 2025-2029 and Disability Action Plan 2025-2029	• Promoting healthy, active, safe and inclusive communities • Support young people to live, learn, play and connect locally • Advocate to increase in affordable housing and access to local services	Community Wellbeing and Culture
19.	Deliver the Domestic Animal Management Plan 2026-2029	• Promoting healthy, active, safe and inclusive communities	Community Wellbeing and Culture
20.	Develop the 2026-2029 Municipal Emergency Management Plan (MEMP) in partnership with Municipal Emergency Management Planning Committee agencies	• Strengthening community connection and resilience	Community Wellbeing and Culture
21	Implement the First Nations Framework and further engage the Bass Coast First Nations Communities in development of inaugural Reconciliation Action Plan.	• Walking alongside First Nations communities on the path to reconciliation	Community Wellbeing and Culture

22.	Develop the Marketing and Audience Development Strategy 2026-2029 for Arts, culture and Heritage	• Celebrating culture and history	Community Wellbeing and Culture
23.	Progress implementation of dinosaur trail masterplan	• Promoting healthy, active, safe and inclusive communities	Economic Development and Investment

Draft Budget 2026-27

6.4 Strategic Objective 4: Visionary Leadership

Described below are the services, major initiatives and service performance indicators for each business area to achieve our objective of Visionary Leadership; Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.

BUDGET

Service areas	Description of services provided		2024/25 Actual $'000	2025/26 Forecast $'000	2026/27 Budget $'000
Communications & Engagement	Provide relevant and accessible information, engage authentically with the community, and advocate for its needs.	Income	-	-	-
		Expenditure	903	996	1,114
		Surplus / (Deficit)	(903)	(996)	(1,114)
Corporate Planning and Performance	Provide strategic planning and performance reporting to support organisational goals and compliance.	Income	-	-	-
		Expenditure	445	424	467
		Surplus / (Deficit)	(445)	(424)	(467)
Finance, Systems & HR	Manage financial operations, business systems, and strategic procurement. Deliver HR functions including recruitment, workforce planning, employee relations, health, safety and wellbeing and development.	Income	3,003	2,775	2,157
		Expenditure	9,961	11,844	12,367
		Surplus / (Deficit)	(6,958)	(9,069)	(10,208)
Governance & Leadership	Deliver governance and leadership for Council, including Councillors and management.	Income	67	84	19
		Expenditure	3,470	2,976	2,666
		Surplus / (Deficit)	(3,403)	(2,892)	(2,647)
Governance	Deliver governance for Council, including Council meetings, compliance, Audit and Risk Committee, insurance, risk management and corporate information.	Income	-	1	2
		Expenditure	2,191	2,479	2,529
		Surplus / (Deficit)	(2,191)	(2,478)	(2,527)

TOTAL $ INCOME & EXPENDITURE $ -

GRAND TOTALS INCOME & EXPENDITURE $ -

Major Initiatives

24. Enhance customer experience by improving engagement channels
25. Finalise a review of the Waste Service Charge
26. Deliver a new Council website
27. Deliver the Workforce Plan 2026-2029
28. Actively champion Council's advocacy priorities
29. Deliver sector leading beach safety through partnership

Draft Action Plan 2026-27 Major Initiatives

Strategic Objec... Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests

	Action	Aligned Priority	Lead Department
24.	Enhance customer experience by improving engagement channels	• Effective communication and engagement • Driving innovation	Customer and Digital Experience
25.	Finalise a review of the Waste Service Charge	• Strengthening waste management • Effective communication and engagement	Financial Services

Page 29

		• Maximising alternative revenue	
26.	Deliver a new Council website	• Effective communication and engagement • Driving innovation	Governance and Communications
27.	Deliver the Workforce Plan 2026-2029	• Driving innovation	People and Culture
28.	Actively champion Council's advocacy priorities	• Strong advocacy • Optimising partnerships	Governance and Communications
29.	Deliver sector-leading beach safety through partnership	• Driving innovation • Optimising partnerships	Community Wellbeing and Culture

6.4 Strategic Objective 4: Visionary Leadership (continued)

Service Performance Outcome Indicators

Council Plan Strategic Indicators	Target or desired trend
Views on Engage Bass Coast website	Maintain or increase
Responsive customer service	≥ 70% resolution at first contact via customer service
Community satisfaction with customer service	Maintain or increase
Enable more efficient interactions with Council	Increase annually % of digital interactions
Percentage of total income from sources other than rates	Maintain or increase
Community satisfaction with Overall Council direction	Maintain or increase
Community satisfaction with Value for money	Maintain or increase
Community satisfaction with Council decisions	Maintain or increase
Community satisfaction with overall Council performance	Maintain or increase
Community satisfaction with lobbying on behalf of community	Maintain or increase
Community satisfaction with informing community	Maintain or increase

Domain	Indicator	Performance Measure
Governance*	Community engagement	Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions
Governance	Financial decisions	Total unpaid rates and charges

* Refer to table at section 6.7 for information on the calculation of Service Performance Outcome Indicators

Draft Budget 2026-27 - Page 30.

6.8 Performance Statement - Descripted key information.

6.9 Reconciliation with budgeted operating result.

Strategic Objectives - 1 to 4. Reporting financials.

Financial details - Surplus (Deficit) $'000, EXPENDITURE $'000, INCOME / REVENUE $'000.

BUDGET 2026-27 $'000 IS NOT reported. Page 30 Deficit before funding sources - ($103,770,000.)

Submission 11

Chief Executive Officer Mr Greg Box, Bass Coast Shire Council.

Copy to the Mayor Cr Rochelle Halstead, Deputy Mayor Cr Brett Tessari and Councillors.

Submission to the draft Action Plan 2026-27 which is not a plan, its 4 pages of listings.

FACTS draft Budget 2026-27:-

$88.6 million Operating budget to support Council services. Page 4.

Cash and cash equivalents (cash on hand and cash in the bank) 2025-26 $24.245 m, 2026-27 $14.748 m. Page 32.

Other financial assets (investments in term deposits and shares) 2025-26 $27.776 m, 2026-27 $27.776 m. Page 32.

Total 2025-26 $52.021 m, 2026-27 $42.524 m.

Current liabilities 2025-26 $44.248 m (to be paid during the first 3 months of the year ending 30 September 2026. Employee costs of approximately $10,417 m per quarter. Page 32.

Employee costs 2025-26 $37,551 m, 2026-27 $41,671 m Cash expenditure. Page 34.

Consultants expenditure 2025-26 $3,364 m, 2026-27 $3,489 m. Page 50.

The equation shows a shortfall in revenue during September 2026 as the 1st installments payable of rates is scheduled at 30 September 2026.

Overspending councils one year cash 2025-26 $5.186 m, 2026-27 $9.497 m. Page 34.

Adjusted Underlying results 2025-26 negative loss $13.600 m, 2026-27 negative loss $9.960 m. Page 11.

The Council Plan 2025-29 was approved by council on **8th October 2025** after the 2025-26 Budget was approved. The Council Plan includes 4 Strategic Objectives.

1. Naturally Beautiful.

2. Thriving Places.

3. Vibrant Communities.

4. Visionary Leadership.

The Council Plan 2025-29 and the 4 Strategic Objectives are Statutory requirements set out in the Local Government Act 2020.

The Draft Action Plan 2026-27 must be directly connected to the 4 Strategic Objectives listed in the Council Plan 2025-29.

However, 95 percent of the actions listed in the 4 pages of the draft Action Plan 2026-27 do not correlate across to the draft Budget 2026-27 pages 20 to 30.

What are the cost benefits to ratepayers and residents of the Bass Coast Shire?

Therefore the draft Action Plan 2026-27 must be brought into line (rewritten) to reflect the service actions shown on pages 20-30 in the draft Budget 2026-27 or the draft Budget is in error.

I provide the Draft Action Plan 2026-27 consisting of 4 pages showing as headings each Strategic Objective 1 to 4.

1. I request the Action Plan 2026-27 include additional information to the 4 Strategic Objectives "Major Initiatives" numbering 29.

a. To include to each "Major Initiatives" the Actions that are Statutory and Council initiatives by **adding an S and C to the plan**.

b. To include to each "Major Initiatives Actions" **budgeted funding figures**.

2. I request the Action Plan 2026-27 include a **summary initial page** with an **appendix and page referencing** and **quarterly timelines.** The summary includes the cross links to the council 10 year Long Term Financial Plan 2025-35.

The Draft Budget 2026-27 pages 20 to 30, headings of:-

6.1 **Strategic Objective 1:** Naturally Beautiful. Pages 20-21, with 6 "Service areas and their Budget 2026-27 financials."

The Draft Budget 2026-27 financials are ($'000):-

a. Total income $3,768 m.

b. Total expenditure (**$25,439) m.**

c. **Surplus / (Deficit) ($21,671) m. PROBLEM.**

3. I request the total income, expenditure and surplus / (deficit) financial be added to page 20.

6.2 **Strategic Objective 2:** Thriving Places. Pages 22-24, with 12 "Service areas and their Budget 2026-27 financials."

The Draft Budget 2026-27 financial are ($'000):-

a. Total income $5,571 m.

b. Total expenditure **($28,498) m.**

c. Surplus / **(Deficit) ($22,927) m. PROBLEM.**

4. I request the total income, expenditure and surplus / (deficit) financials be added to page 23.

6.3 **Strategic Objective 3:** Vibrant Communities. Pages 25-26, with 7 "Service areas and their Budget 2026-27 financials."

The Draft Budget 2026-27 financials are ($'000):-

a. Total income $3,861 m.

b. Total expenditure **($16,573) m.**

c. **Surplus / (Deficit) ($12,712) m. PROBLEM.**

5. I request the total income, expenditure and surplus / (deficit) financials be added to page 25.

6.4 **Strategic Objective 4:** Visionary Leadership. Pages 27-29, with 5 "Service areas and their Budget 2026-27 financials."

The Draft Budget 2026-27 financials are ($'000):-

a. Total income $2,178 m.

b. Total expenditure **($19,143) m.**

c. **Surplus / (Deficit) ($16,965) m. PROBLEM.**

Grand totals:-

Income $15,378 m.

Expenditure **($89,653) m.**

Surplus / (Deficit) ($74,275) m. PROBLEM. ***This deficit year by year goes unnoticed. Its a planned deficit of ($74,275) million. This is a planned shortfall in revenue.***

In 2024-25 budget, the planned deficit was ($57,068) million. Page 33.

In 2025-26 budget, the planned deficit is ($72,512) milion. Page 32.

6. I request the total income, expenditure and surplus / (deficit) financials and grand totals be added to page 27.

6.8 Performance Statement. page 30.

6.9 Reconciliation with Budgeted operating result. Page 30. Providing the 4 Strategic Objectives of the Council Plan 2025-29 with financial figures, Income / Revenue $'000, Expenditure $'000, Surplus / (Deficit) $'000 confirms my financial figures to the 4 Strategic Objectives.

I provide a combined PDF file showing the 4 Strategic Objectives included in the Draft Budget 2026-27 (pages 20 to 30) and the 4 pages of the Draft Action Plan 2026-27 with details in blue.

Now let's review some of the Actions (total 29) listed in the draft Action Plan 2026-27.

Action 3, Major Initiatives page 1. *Develop priority actions for the Circular Economy Framework.*

7. I request Action 3 be removed from the Draft Action Plan 2026-27. Council currently operates a 3 bin system that includes recycling. Packaging laws are determined by Federal and State Governments, Council is not intending to establish a company business in its own right to manufacture usable products that can be turned into another product. Council does not state how it will be supporting a circular economy in the content of the draft Action Plan 2026-27 with costs connected.

Action 8, Major Initiatives page 2. *Amend the Road Management Plan.*

8. I request Action 8 fully explain why this action is to be reviewed when recently council revised its Road Management Plan that set out principles of future Streetscape Upgrades across the shire. Council states in this draft plan the amendment is to Providing fit for purpose assets and facilities. What outcomes does that mean ?

Action 12, Major Initiatives page 2. *Continue Land Use Planning, Partnership Development and Master Planning of the Former Wonthaggi Secondary College Site.*

The old Wonthaggi College site is currently owned by the State Government. Why is Council "Providing fit for purpose assets and facilities" to a large property with an old building it does not own currently and why is

council using revenue in a year of a State election. Any current letters of intent could be cancelled. Future funding must be stopped. Council must explain in detail further.

Action 17, Major Initiatives page 2. *Develop the Encroachment Policy. Delivering well-planned townships. Major Projects and Property.*

Why is this necessary when town boundaries have already been set by the State Government and gazetted.

9. I request further information be provided to this action. Why is it necessary and what is the budget cost?

Action 21, Major Initiatives page 3. *Implement the First Nations Framework and further engage the Bass Coast First Nations Communities in development of inaugural Reconciliation Action Plan. Walking alongside First Nations Communities on the path to reconciliation. Community Wellbeing and Culture.*

The population of voters across Australia voted against a Federal "VOICE" referendum recently, the majority said NO.

The State Government has a First Nations "TREATY" in law and paid advisory committees under the "Indigenous cultural heritage laws" and did not seek approval from the Victoria population.

There are **12 registered Aboriginal Parties** each setting fees and charges and **352 heritage consultants** which are causing delays in decisions, cost blowouts and undertaking matters outside their scope of knowledge.

Action 21 is either a cost shifting action from the State Government or its primarily a listed council action.

10. I request Action 21 be removed from this draft Action Plan 2026-27 and for council to provide to the people of the Bass Coast Shire the full reason for this listing.

Action 23, Major Initiatives page 3. *Progress Implementation of dinosaur trail masterplan. Promoting healthy, active, safe and inclusive communities. Economic Development and Investment.*

11. I request Action 23 be put on hold until the year 2027-28 as a cost saving year to 2026-27 during this period of an unknown economic climate. There will be no benefit practically and must be delayed.

Action 25, Major Initiatives page 4. *Finalise a review of the Waste Services Charge. Strengthen waste management. Effective communication and engagement. Maximising alternate revenue. Financial Services.*

12. I request the council to provide detailed information connected to action 25. The Waste Contract, Waste Management, Landfill Levy and EPA details are in question. The current 10 year Waste Contract 2016 and extended contributes to this action 24. But how?

Action 26, Major Initiatives page 4. *Deliver a new Council website. Effective communication and engagement. driving innovation. Governance and Communications.*

13. I request the council explain what is the problem with the current website, why it is to be changed and what is the early days cost connected to this action 26. What are the clear cost benefit details to the people of the shire that warrant this action 25?

Conclusion.

The 4 pages of the Action Plan 2026-27 is a listing and not a plan. A number of actions included are listed to ensure officers have new work (create work) and in some cases to increase labour at council and support contractors.

Nice to do actions are not warranted. Actions that create cost shifting from other governments must not be included into any action plan.

I reject this draft Action Plan 2026-27.

Councillors have the authority to establish Action Plans that are fully supported by the Objectives of the Council Plan and its supporting budgeted Strategic Objectives Service areas. This draft Action Plan 2026-27 fails in the majorit

Hearing and Consideration of Budget Submissions

Wednesday, 13 May 2026

Location
Wonthaggi Council Chambers
76 McBride Avenue
Wonthaggi, VIC, 3995

Panel Members
Cr Brett Tessari – Mayor
Cr Ron Bauer – Deputy Mayor
Cr Tracey Bell
Cr Meg Edwards
Cr Rochelle Halstead
Cr Mat Morgan
Cr Tim O'Brien
Cr Jon Temby
Cr Jan Thompson

Draft Budget Submissions

Wednesday 13 May 2026

Draft Budget Submissions
Submission List

No	Submitter	Title	Presented
1	[redacted]	Phillip Island and District Historical Society - Storage	Yes
2	[redacted]	Bass Coast Aquatic Centre	No
3	[redacted]	Phillip Island and District Historical Society	No
4	[redacted]	Observations on Draft budget	No
5	[redacted]	Local affordable housing solution through Coastal Community Conservancy	No
6	[redacted]	Town Planning Fees Revenue Growth	No
7	[redacted]	Engage Bass Coast	No
8	[redacted]	Fees and Charges Register	No
9	[redacted]	Fees and Charges Register	No
10	[redacted]	Draft Annual Action Plan	No
11	[redacted]	Draft Annual Action Plan	No

Draft Budget Submissions
Submissions & Responses

Summary of Submissions

No	Submitter	Title	Summary of Submission	Value	Response
1 & 3	[redacted]	Phillip Island and District Historical Society - Storage	The Phillip Island and District Historical Society is seeking financial support to cover the ongoing cost of its off-site storage facility. The Society maintains an extensive historical collection, comprising thousands of artifacts and documents currently housed at Island Secure Storage in Cowes within a 3.3m x 10m enclosed space. Previously, the Society's collection, research area, museum, and storage were all accommodated within the former Cultural Centre. Following the transition to the new Berninneit facility, only the research and exhibition functions were retained onsite, while storage was relocated offsite, resulting in an annual cost of approximately $5,500. This cost was initially covered by Council for two years, followed by a further two years funded by an anonymous benefactor. With this arrangement ending in June, the Society now faces significant financial pressure, as absorbing this expense would severely constrain its operations and long-term sustainability. For over 80 years, the Society has acted as a trusted custodian of the region's historical materials on behalf of the community. Run by dedicated volunteers, it plays a vital role in preserving the area's collective memory. Given the critical importance of the Collection and the Society's stewardship role, the Society is requesting that Council assume responsibility for the ongoing storage costs to ensure the preservation, maintenance, and cataloguing of these community assets.	$5,500 per annum	The Phillip Island and District Historical Society (the PIADHS) is a unique organisation with limited scope for raising funds, as such the Council will temporarily support the request as a review of existing arrangements is undertaken and conditions agreed. PIADHS play a significant role in preserving the historically significant items for future generations to enjoy and learn from. Council currently supports PIADHS through the provision of space set aside in Berninneit via the museum and research rooms, including a partnership and lease agreement covering conditions of tenancy, provision of exclusive access, and expectations of activation. As part of the establishment of the Berninneit, it was agreed that Council would support the Society for 2 years after commissioning allowing time to facilitate long term solution for the artifact storage. Council recognise PIADHS is still holding significant volume of artifacts yet to be assessed for historical importance.

No	Submitter	Title	Summary of Submission	Value	Response
2	[redacted]	Bass Coast Aquatic Centre	All people I meet when doing Balance classes hope very much the old Bass Coast Aquatic Centre will be replaced with a new Aquatic fitness centre. This should be a priority for the health and wellbeing of the growing population and will provide more jobs for the growing community. The room is so dreary and smelly where we have balance classes which doesn't cater for the amount of people who like to do the class or sometimes it is in the basketball area which this time of year is very cold. The old portable is still leaking. The new centre should include: • A coffee lunch restaurant area • Different rooms for fitness classes like pump and balance The aqua aerobics classes are always full, we need a larger pool and lots of different pools – wave pools, children's water playground and spas like the centre in Frankston or Waves in Sandringham. Please make this a priority for people of all ages to enjoy and help their mental & physical wellbeing.	N/A	Council is actively advocating for Government support to upgrade the Bass Coast Aquatic and Leisure Centre. We encourage you to review the adopted Bass Coast Aquatic and Leisure Centre Development concept plan – October 2025. Key areas of operational constraint that you identified, have been addressed through this plan. For a copy of the plan, please refer to the Bass Coast Shire Councils engage page at https://engage.basscoast.vic.gov.au/aquatics We will keep you and the community updated as we progress with updates via the engage page. Your submission reaffirms that it is a priority for Bass Coast and we thank-you again once again for taking the time to submit accordingly, it helps Council present a strong case for funding with direct Community support.

4	[redacted]	Observations on Draft Budget	The submission provides constructive feedback on the draft budget, encouraging a more strategic, transparent, and accessible approach to its presentation and content. Key recommendations include adopting a more engaging and informative format by incorporating visuals, contextual data, and clear explanations of past performance and future direction. The budget should explicitly articulate its underlying rationale, align with long-term strategic plans, and demonstrate how current decisions respond to anticipated future needs and risks. The submission highlights the importance of meaningful performance measurement, recommending clearer KPI definitions, inclusion of historical data trends, and benchmarking against comparable local government areas to enhance accountability and insight. Improved communication is a central theme, with suggestions to use plain language, minimise ambiguity, and structure content so key financial figures and priorities are presented upfront. The Executive Summary should clearly convey major issues and benefits, supported by more detailed supplementary information where required. The submission also calls for greater transparency around financial reserves and stronger integration of risk management, including scenario planning to address potential future challenges such as population growth, climate change, and economic pressures. Overall, the budget is positioned as a key tool to communicate Council's vision, demonstrate accountability, and build community confidence.	N/A	Thank for your interest in the 2026-27 Draft Budget Process and of course for joining us first at the online session and then the evening in person session at Wonthaggi Civic Centre Hall. We genuinely appreciated the thought you had put in prior to the catch up and you raise important suggestions to improve the budget document to increase the meaningfulness. The candid constructive feedback will be reviewed in the conjunction with the preparation of the final budget document and future documents to help our users stay informed on the financial aspects of Council.

5	Coastal Community Conservancy [redacted]	Local affordable housing solution through Coastal Community Conservancy	Coastal Community Conservancy (CCC) has submitted a response in support of Bass Coast Shire Council's Draft Budget 2026–27, acknowledging both the continued investment in essential community services and the challenging economic environment, including cost-of-living pressures. Accompanying the submission is a Strategic Alignment Paper outlining a proposal for Council to support the delivery of a locally based affordable housing solution. CCC's model aligns with key Council strategies, including the Draft Budget, Annual Action Plan, Affordable Housing Strategy, and Climate Change Action Plan 2020–2030. CCC is a not-for-profit initiative established by local residents, focused on addressing housing affordability challenges that are contributing to the displacement of permanent residents and broader impacts on community cohesion and workforce sustainability. The proposed model is based on co-operative housing principles, separating land ownership from dwelling costs to significantly reduce housing expenses while maintaining long-term affordability. The submission highlights existing engagement with Council officers and a Councillor, noting positive preliminary feedback. CCC identifies the current policy environment as a timely opportunity to progress the initiative and positions its model as a practical delivery mechanism for Council's existing commitments. CCC is seeking Council support during the current budget period to advance the proposal, with the aim of delivering a pilot project within	N/A	Council strongly commends the innovative approach being developed by Coast Community Conservancy, and the initiative to support our local community to access needed environmental sustainable affordable housing options. Council is well progressed in the delivery of the Bass Coast Affordable Housing Strategy, which aligns strongly to many of the objectives identified in your budget submission. Council's role via the strategy is primarily to facilitate local social and affordable housing outcomes via partnership and advocacy with registered Community Housing Providers, and Council has seen strong success in this regard - with funding in excess of the Victorian Government 'Minimum Investment Guarantee' attracted to Bass Coast Shire and significant advocacy and partnership-development achievements. Partnering with Community Housing Providers ensures that investment is amplified through accessing state and federal grants, and that allocation is managed according to industry best-practice. Council continues to advocate strongly in this regard, as well as to support innovative and essential key worker housing projects in Bass Coast. The sector needs and benefits from new models such as that being developed by Coast Community Conservancy, which work holistically across the larger sector to address the complex drivers of housing stress, particularly in Regional Victoria, while also supporting Bass Coast Shire to meet our obligations for housing supply under the Victorian Government's Housing Statement. While Council is not able to provide a direct subsidy to Coast Community Conservancy's model at this time, Council looks forward to staying informed regarding the progress of the model and supporting the project where it forms part of operational service delivery and aligns with adopted policy include the Bass Coast Housing Strategy and Statement of Planning Policy. If Coast Community

No	Submitter	Title	Summary of Submission	Value	Response
			approximately 18 months and welcomes further discussion on the initiative.		Conservancy identifies specific sites for consideration of this model or changes to planning controls needed to facilitate it, please reach out to Council to discuss further. Again, Council strongly commends the work of Coast Community Conservancy so far to develop this model and looks forward to staying informed regarding the progress of the initiative.
6	[redacted]	Town Planning Fees Revenue Growth	To whom it may concern, I have been reviewing your budget papers posted on 15 April 2026 and noticed there is a significant increase forecast in planning fees in 2026/27. I could not find anything in the budget papers discussing this increase. Are you please able to provide some commentary as to why such a big jump is forecast?	N/A	This income line communicates a combination of budgeted income sources that contribute to what the document identifies as 'Town Planning Fees'. The primary source which is contributing to the increased income shown is our subdivision fees, specifically for our design plan checking and construction supervision. The 2025-26 financial year saw a significant drop in subdivision activity within Bass Coast, after several years of sustained growth, resulting in the reduced income on these line items. Through our engagement with the land development community, Council believes there is strong underlying subdivision activity that have yet to be titled due to land tax and housing market implications. It has given us enough confidence to budget for increased income across our subdivision fees for the 2026-27 financial year, and the reason for the increase.

7	[redacted]	Engage Bass Coast	Council is directing people to council's Engage Bass Coast web page to read details of the draft Budget 2026/27. Opening the page on Engage Bass Coast it reads as follow: - "BCSC Draft Annual Budget 2026-27. Have your say on the Draft Budget for 2026-2027! Submissions open until Friday 8 May at 5.00 pm." However, the opening page does not indicate the other very important draft plans and documents seeking public submissions, such as: - 1. The Draft Annual Action Plan 2026-27 consisting of 4 pages. 2. The draft Fees and Charges 2026-27 which can be found on pages 70-79 at the back of the Draft Budget 2026-27. The index of the Draft Budget 2026-27, references descriptions to page numbers ending at page 70. Refer to page 2 of the Draft Budget 2026-27. Page 71-79 is not referenced. Why. The Fees and Charges listing must be contained into a separate document for the public to read. 3. The Draft Revenue and Rating Plan 2026. I request the opening page to Engage Bass Coast initially show the connection to the other three draft plans seeking submissions. Each must be shown separately on the main opening page of Engage Bass Coast. The opening page must clearly show where to find and read each draft document.	N/A	We appreciate the points you raised and have made several updates to improve how the information is presented and accessed. From the homepage, the project tile now provides clearer detail about the documents available for consultation. We have also separated the Draft Fees and Charges 2026-27 into its own link, rather than including it as a schedule within the budget, making it easier to locate and download. We hope these changes better support the community to engage with the material in a more meaningful and accessible way, and that they address your enquiry.

No	Submitter	Title	Summary of Submission	Value	Response
8	[redacted]	Fees and Charges Register	Questions regarding the presentation and inclusion of the 2026-27 fees and charges register in comparison to the 2025-26 register. Key items and charges seeking clarification upon included: • Halls - Group B (Krowera, Kernot, Glen Alvie, Coronet Bay). • Public Liability Insurance Gap Claim Part A. $. • Public Liability Gap Claim Part B and C. $. • Family activities - 2 Children. $. • Ticketing Subsidy - Booking Fee*. $. • Other Charges - Standard - Merchandise Commission on Gross Sales. $. • Standard - Commission on Gross Sale. $. • Waste Fees including additional bins and increased bin sizes.	N/A	Halls - Group B (Krowera, Kernot, Glen Alvie, Coronet Bay), these fees are now presented separately under "community Hirers Liability Insurance, rather than in "community hall fees" where previously presented. *Public Liability Insurance Gap Claim Part A & Public Liability Gap Claim Part B and C.* • Please refer to Community Hirers Liability Insurance; Noting Part C is longer offered following internal review. *Family activities - 2 Children.* • Consolidated with the base fee "family activities" and reduced to $5.00. Ticketing. • *Subsidy - Booking Fee*.* $. Removed, in response to annual review. Other Charges. • *Standard - Merchandise Commission on Gross Sales.* $. Removed, in response to annual review. • *Standard - Commission on Gross Sale.* $. Removed, in response to annual review. Waste Fees: please refer to section 8.1.1(g) of the Draft Budget document which details the fees noted.

9	[redacted]	Fees and Charges Register	Objection to the draft Fees and Charges 2026-27 on the basis that it is poorly presented, lacks transparency, and does not provide sufficient justification for fee changes. Consider it unfit for proper public consultation. Key concerns include poor document presentation, not issued as a standalone document despite approval for consultation and hidden within the draft budget with no clear referencing. Council fails to explain statutory basis and legislative requirements for fees and justify fee increases, particularly those exceeding CPI (3.7%) and Rate cap (2.75%). Further not explaining why new fee categories were introduced. There should be clear connection to the draft budget including providing income figures linked to fees. Financial Inconsistencies where conflicting income figures between Income Statement and Cash Flow Statement with no explanation for discrepancies. Further the correct figures are not disclosed in the Fees and Charges listing. Request for document and process improvements including revision of the document to address all identified issues and be published as a clear standalone document with summary page, statutory references, financial data and budget linkage. Request to withdraw the current version and reissue revised draft and extend consultation period to 14 May 2026, present as a separate council agenda item, Freeze (0% increase) on fees related to home building to support housing supply during cost-of-living pressures.	N/A	A Council's Fees and Charges Register is the formal, consolidated document that sets out all approved fees, charges, and price structures to be adopted by Council. It acts as a governing and authorising instrument, providing transparency for what Council can charge across its services. It ensures all fees are publicly documented and approved through the formal decision-making process. However, the register itself is typically high-level. The detailed application, calculation, and administration of each fee are controlled through individual policies, procedures, and operational guidelines. These supporting documents define: • How and when fees are applied • Eligibility, exemptions, or concessions • Calculation methods and cost recovery principles • Compliance with statutory requirements The register provides authority and transparency, while policies and procedures ensure consistent, fair, and controlled implementation at the operational level. In most cases fees and charges are in-line with either CPI or rate cap, otherwise the movements have in response to benchmarking, cost recovery and fees reviews undertaken. The Income Statement and Cash Flow Statement are two separate financial statements and are not intended to match, reflecting the difference between cash and accrual accounting.

No	Submitter	Title	Summary of Submission	Value	Response
10	[redacted]	Draft Annual Action Plan	Key Concern - The Draft Action Plan 2026–27 is not a true "plan" but a 4-page list of actions. It lacks clear linkage to the Council Plan 2025–29 Strategic Objectives, alignment with the Draft Budget 2026–27 and supporting financial detail and justification. Request structural improvements including a request for the Action Plan be rewritten and strengthened. Concerns About Specific Actions due to lack of justification, cost clarity, or relevance: • Action 3 (Circular Economy) • Action 8 (Road Management Plan amendment) • Action 12 (Wonthaggi site planning) • Action 17 (Encroachment Policy) • Action 21 (First Nations Framework) • Action 23 (Dinosaur Trail) • Action 25 (Waste Services Review) • Action 26 (New website) The Draft Action Plan 2026–27 is rejected and Council should ensure alignment with statutory objectives, tie actions directly to budgeted service areas and provide clear financial accountability and benefit to ratepayers.	N/A	Council's annual Action Plan sets out the specific actions that will be delivered over the coming financial year to achieve the broader goals in the Council Plan including reference to the aligned priority in the Council Plan. It acts as a practical tool and provides a basis for monitoring performance and reporting to the community. The annual budget provides the financial context for the Strategic objectives detailing the individual service areas and the budgeted council contributions for delivery. Detailed information on the individual actions and the impact on stakeholders is detailed through Council's engage page, detailing the specifics on the actions including timelines, outcomes, and public consultation.
11	[redacted]	Draft Annual Action Plan	Please note the submission received is an individual provision of submission number 10. Please refer above for details on the submission.	N/A	Please refer to Council's proposed response consistent with submission number 10.

END

8.2 First Persons Framework

Division	**Community & Culture**
Council Plan Strategic Objective	**Vibrant Communities** *Communities are healthy, inclusive, safe and socially connected. Communities celebrate opportunity, recreation, diversity, heritage and reconciliation.*

Declaration

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

Summary

This report seeks Council endorsement of the First Persons Framework as Council's whole-of-organisation approach to strengthening reconciliation, cultural safety, and engagement with Aboriginal and Torres Strait Islander peoples.

The report also seeks endorsement to establish a First Persons Advisory Committee to support implementation of the Framework and strengthen governance, accountability, and culturally informed decision-making across Council.

The Framework provides a structured and consistent approach to embedding First Peoples perspectives into Council planning, policy, service delivery, engagement, and advocacy. It builds on existing initiatives including Council's work through the Bass Coast Reconciliation Network, progression of the Barrithbarrith Gathering Place project, and development of Council's first Reconciliation Action Plan.

This report outlines the proposed governance model, implementation approach, stakeholder engagement process, and associated financial and organisational implications.

Recommendation

That Council:

1. **Endorse the First Persons Framework as Council's whole-of-organisation approach to strengthening reconciliation, cultural safety, and engagement with Aboriginal and Torres Strait Islander peoples.**
2. **Endorse the establishment of the First Persons Advisory Committee to support implementation of the Framework.**

Background

Council has a role in strengthening relationships with Aboriginal and Torres Strait Islander peoples and supporting self-determination through respectful partnerships, culturally safe practice, and improved organisational accountability.

Over recent years, Council has progressed several significant initiatives in partnership with community and regional stakeholders. This has included active leadership through the Bass Coast Reconciliation Network, progression of the Barrithbarrith Gathering Place project, delivery of community reconciliation events, and development of a co-designed Draft First Persons Framework.

Key achievements to date include:

- Delivery of the Tunnerminnerwait and Maulboyheenner commemoration.
- Expansion of the Koori Kids NAIDOC Week initiative, now reaching more than 75,000 participants statewide.
- Recognition of local student achievement through the NAIDOC Medal of Excellence.
- Assist in identifying an interim Barrithbarrith Gathering Place
- Development of governance foundations including a draft Framework and proposed advisory structure.

The First Persons Framework has been developed to provide a coordinated and consistent organisational approach, moving Council beyond ad hoc engagement toward embedded, accountable and culturally informed practice.

Discussion

The First Persons Framework establishes Council's strategic direction for engagement with Aboriginal and Torres Strait Islander peoples across governance, planning, policy development, service delivery, community engagement, procurement, advocacy, and organisational capability.

The Framework responds to increasing expectations across local government regarding reconciliation, cultural safety, and meaningful First Peoples engagement. It also supports delivery of commitments within the Council Plan 2025–2029 and the Healthy, Safe and Resilient Bass Coast Plan 2025–2029.

The Framework introduces several organisational improvements, including:

- clearer governance and accountability pathways,
- earlier and more consistent engagement processes,
- stronger cultural safety practices,
- improved coordination across Council departments, and
- a more structured decision-making regarding First Peoples matters.

Importantly, the Framework seeks to reduce ambiguity around cultural authority, consultation processes, and community engagement responsibilities. This has been identified as a key risk area for many organisations undertaking reconciliation work without formal governance structures.

The proposed First Persons Advisory Committee will provide a governance-light advisory mechanism to strengthen strategic advice, support implementation priorities, and improve ongoing collaboration with community.

The proposed model seeks to balance meaningful engagement with practical implementation and aims to avoid unnecessary administrative burden.

The proposed approach has been informed through collaboration with the Bunurong Land Council Aboriginal Corporation and engagement through the Bass Coast Reconciliation Network. Benchmarking and review of approaches adopted by other Victorian councils has also informed development of the Framework and governance model.

The Framework aligns with the *Local Government Act 2020* overarching governance principles by:

- promoting innovation and continuous improvement through more coordinated and culturally informed organisational practice,
- supporting collaboration with Traditional Owners, community organisations, and regional partners,
- and strengthen community engagement in strategic planning and decision-making processes.

Several implementation risks have been identified, including:

- consultation fatigue,
- unclear governance or cultural authority arrangements,
- and reputational risk associated with inconsistent cultural safety practices.

Mitigation strategies include:

- staged implementation,
- clear governance protocols,
- partnership with Bunurong Land Council Aboriginal Corporation,
- and Executive Leadership Team oversight at key decision points.

While the Framework establishes important organisational direction, successful implementation will require sustained commitment across all Council departments. The proposed governance structure seeks to address this risk by embedding accountability and implementation mechanisms from the outset.

Sustainability Implications

The Framework supports stronger social inclusion, cultural safety, community connection, and reconciliation outcomes across Bass Coast. It provides a foundation for embedding culturally responsive practices across Council's service delivery and engagement activities.

The Framework also creates opportunities to incorporate Traditional Owner knowledge and cultural perspectives into land management, environmental planning, and place-based initiatives. While there are no direct climate change implications associated with this report, strengthened partnerships may support future collaboration in areas such as land management, cultural burning, and environmental resilience.

Finances

Year 1 implementation actions under the Framework will be delivered within existing operational budgets.

Future initiatives and projects identified through implementation of the Framework will be considered through future Council budget processes where required.

Stakeholders

Key stakeholders include:

- Bunurong Land Council Aboriginal Corporation
- Bass Coast Reconciliation Network
- Aboriginal and Torres Strait Islander community members
- Community organisations, agency partners and service providers

Council is not seeking to lead cultural decision-making on behalf of community. The Framework instead seeks to establish clearer pathways for respectful engagement, partnership, and shared leadership.

Conclusion

The First Persons Framework provides Council with a clear and coordinated organisational approach to strengthening reconciliation, cultural safety, governance, and engagement with Aboriginal and Torres Strait Islander peoples.

The Framework moves Council from informal and project-based engagement toward a more consistent, accountable, and strategically aligned approach across the organisation.

Establishment of the First Persons Advisory Committee will strengthen governance, improve collaboration, and support effective implementation of the Framework and future reconciliation initiatives, including development of Council's first Reconciliation Action Plan.

The recommendations contained within this report support Council's strategic objectives relating to inclusion, reconciliation, community connection, and culturally safe practice.

Governing Documents

Relevant governing documents include:

- Council Plan 2025–2029

- Healthy, Safe and Resilient Bass Coast Plan 2025–2029
- Local Government Act 2020
- Victorian Charter of Human Rights and Responsibilities Act 2006
- Reconciliation Australia Guidance and Frameworks

Attachments

1. First Persons Advisory Committee EOI Terms of Reference and Sitting Fees Finals [**8.2.1** - 6 pages]
2. First Persons Framework 20252029 [**8.2.2** - 7 pages]
3. First Persons Framework 20252029- Action Plan [**8.2.3** - 2 pages]

Expression of Interest - Bass Coast Shire Council First Persons Advisory Committee

Bass Coast Shire Council in partnership with Bunurong Land Council Aboriginal Committee invites Expressions of Interest from Aboriginal and Torres Strait Islander people with a strong connection to Country, community, and culture to join the First Persons Advisory Committee.

Purpose of the Advisory Committee

The First Persons Advisory Committee provides cultural advice and local knowledge to inform Council planning, policy, and service delivery. The Committee supports Council to work in respectful partnership with Traditional Owners and Aboriginal communities and to ensure decisions are informed by lived experience, cultural authority, and community priorities.

The Committee operates in an advisory capacity, providing guidance and insight to inform Council decisions, without decision-making authority.

Role of Committee members

Members will:

- Provide cultural guidance on Council strategies, plans, and major projects
- Advise on the implementation of the First Persons Framework across Council
- Support respectful engagement and partnership approaches
- Identify emerging issues and opportunities for collaboration
- Help ensure Council actions are culturally safe, practical, and locally grounded

Who should apply

Council welcomes Expressions of Interest from Aboriginal and Torres Strait Islander people who:

- Have a connection to Bass Coast Country and community
- Bring lived experience, cultural knowledge, or community leadership
- Are willing to share advice in a respectful, collaborative setting
- Can engage constructively with Council officers and elected representatives
- You do not need prior governance experience to apply.

Meeting arrangements

- Meetings will be held quarterly
- Meetings will be supported by Council, including administrative support
- Members will be remunerated in line with Council policy
- Additional engagement opportunities may occur for specific projects or planning processes

Term of appointment

Appointments will be for an initial term of up to two years, with the option to extend.

How to apply

To submit an Expression of Interest, please provide:

- Your name and contact details
- A short statement outlining your connection to community and interest in the role
- Any relevant experience or knowledge you wish to share

Support is available if you would like help preparing your application.

Selection process

Expressions of Interest will be reviewed by BLCAC in consultation with Council Officers. Selection will aim to reflect a diversity of voices, experiences, and perspectives.

Next steps

Following engagement and confirmation of membership, the Advisory Committee will commence alongside the implementation of the First Persons Framework, with reporting through Council's governance processes.

FIRST PERSONS ADVISORY COMMITTEE - TERMS OF REFERENCE

Date last updated: 01/05/2026
Prepared by: [redacted]

1. Purpose

- The purpose of the First Persons Advisory Committee is to:
- provide advice to Council on matters relating to First Persons engagement, cultural safety, and respectful practice
- act as a resource to Council on First Persons perspectives relevant to Council policies, plans, projects, and services
- provide early advice on Council practices that may impact Aboriginal and Torres Strait Islander peoples and communities
- support Council to embed the principles of the First Persons Framework in practical, proportionate, and achievable ways

The Committee is advisory in nature and does not make decisions on behalf of Council.

2. Strategic Context

The Committee operates within the strategic framework of:

- Council Plan 2025-2029
- Bass Coast Shire Council First Persons Framework 2026-2029
- Healthy, Safe and Resilient Bass Coast Plan 2025-2029
- Council's Reconciliation Action Plan (once adopted)

The Committee supports, but does not replace, Council's statutory responsibilities, governance arrangements, or delegated authorities.

3. Cultural Authority

Council recognises Bunurong Land Council Aboriginal Corporation as the primary source of cultural authority on Country, heritage, and cultural protocol.

The First Persons Advisory Committee does not hold cultural authority and does not provide heritage or protocol approvals. Matters requiring cultural authority are referred directly to Bunurong Land Council Aboriginal Corporation.

4. Membership

- Up to five (5) members
- Members nominated through a Bunurong Land Council Aboriginal Corporation-led process, in consultation with Council
- Membership is based on relevant experience, knowledge, and connection, not representative quotas

The term of membership will be two years. Vacancies are managed by Council in consultation with Bunurong Land Council Aboriginal Corporation.

5. Roles and Responsibilities

The Committee is responsible for:

- providing advice on First Persons considerations in relevant Council plans, strategies, and projects, as requested by Council
- offering early input to support culturally safe engagement and decision-making
- providing advice on the development, delivery, and review of Council's Reconciliation Action Plan
- supporting Council to identify practical, realistic improvements to policy, planning, and service design
- maintaining awareness of emerging First Persons issues relevant to local government practice
- providing feedback to support evaluation of the First Persons Framework
- The Committee does not undertake operational work or advocacy on behalf of Council.

6. Meetings

- Meetings held Quarterly (4 per year)
- Additional meetings may be convened for specific matters where early advice is beneficial
- Council determines agenda items in consultation with the Chair
- Secretariat support provided by Council

7. Limitations

The First Persons Advisory Committee has **no** authority to:

- make decisions on behalf of Council
- approve, endorse, delay, pause, or veto Council decisions, projects, or policies
- direct Council staff or influence operational decision-making
- require Council to seek advice on all matters
- replace statutory decision-making, delegated officer authority, or Council resolutions
- speak on behalf of Council or First Persons communities
- make decisions regarding Council budgets or resource allocation
- act as a media spokesperson unless expressly authorised by Council

Members of the Committee have the same rights as other community members to raise matters through standard Council processes.

8. Conflicts of Interest and Confidentiality

- Members must declare any actual or perceived conflicts of interest
- Members must not participate in discussion where a conflict exists
- Confidential information provided to the Committee must be treated with discretion and respect

9. Support

- Council provides administrative and coordination support
- Sitting fees are paid in line with Bass Coast Reconciliation Network agreed fee structure
- Members are covered by Council insurance while undertaking official Committee business

10. Review of Terms of Reference

These Terms of Reference will be reviewed after the first 12 months of operation and thereafter every two years, or as required, following consultation with the Committee and key First Persons partners.

First Persons Advisory Committee Sitting Fees Budget

Meeting type

Quarterly Advisory Committee meetings

Meeting duration

2 hours per meeting

Sitting fee

$200 per member per meeting
This rate includes meeting attendance, preparation, and planning time.

Annual meeting schedule

4 meetings per year

Annual cost per member

$800 per member per year

Sitting fees are aligned with Bass Coast Reconciliation Committee remuneration practices and recognise members' time, cultural knowledge, and preparation.



I am Because We Are, 2019
This artwork was created by Safina Stewart,
Wuthathi Country (QLD) and Mabuiag Island (Torres Strait Islands)

FIRST PERSONS FRAMEWORK 2025 – 2029

BASS COAST



Acknowledgment of Country

Bass Coast Shire Council acknowledge the Bunurong as the Traditional Owners and Custodians of the lands and waters, and pays respect to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and Lore.

Purpose

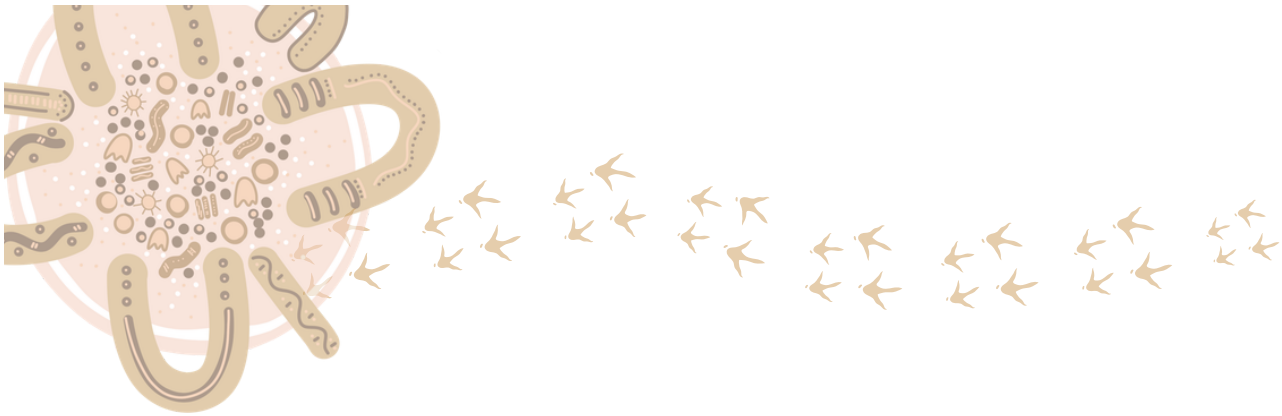
This Framework sets Council's organisation-wide approach for working with Aboriginal and Torres Strait Islander peoples, organisations and communities.

It guides Council to:

- build culturally safe services and workplaces
- strengthen relationships with First Persons partners
- support self-determination in practical, achievable ways
- embed respectful and consistent practice across all departments
- develop and implement Council's first Reconciliation Action Plan

Vision

A culturally safe organisation where Aboriginal and Torres Strait Islander peoples feel respected, included and able to shape the decisions that affect them.



Councils Self-Determination Enablers

Council strengthens self-determination through:

- prioritising culture in engagement and service delivery
- using culturally safe communication
- strengthening Aboriginal procurement pathways
- applying place-based approaches with partners
- involving First Persons voices early in relevant decisions
- supporting staff capability and behaviour expectations
- improving access, respect and inclusion in all services
- recognising Traditional Owner cultural authority

Council Integration

This Framework will be embedded across all tiers of Council governance and operations, including Councillors, the Executive Leadership Team, and operational teams.

Council will develop a Reconciliation Action Plan in collaboration with Ward Councillors, Executive Management, staff, and the Bunurong and broader Aboriginal and Torres Strait Islander community. The RAP will translate the Framework into practical, organisation-wide actions integrated across portfolios and services.

To support implementation, Council will establish a formal internal RAP Working Group with clear Terms of Reference. A First Peoples Advisory Committee will also be established to provide culturally informed advice and support consistent application of the Framework across Council.

Cultural Capability

Cultural capability is observable through behaviour and practice, not training alone.

Knowing, Doing, Being.

Council adopts a simple and practical model of cultural capability to guide staff, leaders and Councillors.



Baseline Cultural Expectations

Expectations for Councilliors, ELT and All Staff:

1. Valuing Culture and History
Respect the cultures, stories and histories of Aboriginal and Torres Strait Islander peoples and the role of Traditional Owners.

2. Culturally Safe Leadership
Leaders set behavioural expectations, challenge inappropriate behaviours and model culturally safe decisions and communication.

3. Working Together
Teams build respectful relationships, seek early input from First Persons partners and involve them in decisions affecting their communities where relevant.

Governance

Aboriginal and Torres Strait Islander Partnerships Advisory Committee

Purpose	Membership	Role	Cultural Authority
Provides culturally informed advice on First Persons matters including cultural safety, engagement, project planning and development of the RAP.	• Up to 5 members • Nominated through a BLCAC-led process with ELT • Quarterly meetings • Sitting fees and operational support provided	• Advisory only • Early input before decisions are drafted • Reviews RAP actions • No power to pause or veto projects • Provides feedback, cultural insights and recommendations • Supports evaluation of the Framework	BLCAC is Council's primary source of cultural authority on Country, heritage and protocol. and protocol.

Key Partners

Strong partnerships with community organisations, service providers and specialist advisors help ensure our projects are inclusive, accessible and aligned with community needs.

Bunurong Land Council Aboriginal Corporation

- Cultural authority.
- Heritage advice.
- Protocols and guidance.

Barrithbarrith

- Community voice.
- Program insights.

Bass Coast Reconciliation Network

- Partnerships, events, broader community engagement, participation.

Council works collaboratively with all partners, respecting each role and responsibility.



Strategic Alignment

• Culturally safe access to health and wellbeing services • Partner involvement in new health initiatives	**Healthy & Active Living**
• Truth-telling through stories, events and protocols • Culturally safe customer service expectations	**Safe & Inclusive Communities**
• Culturally informed design principles • Early partner engagement for projects involving Country or community	**Equitable Access & Social Infrastructure**
• Partnerships that support identity, belonging, leadership • Culturally safe approaches in youth engagement and child-facing services	**Thriving Children & Young People**
• Recognising Bunurong cultural authority in decisions affecting Country • Place-based environmental and cultural initiatives	**Country, Connection and Climate**

Council Priorities



Measures

Council evaluates the effectiveness of the Framework annually, considering:

- partnerships and engagement activities
- cultural safety training completion
- involvement of the Advisory Committee
- procurement with Aboriginal businesses
- improvements in practice and service design
- community and partner feedback
- progress on Year 1 actions

Reporting

Progress is reviewed and reported each year to support clear, accountable decision-making.

- Annual report to Council
- Annual report to the Advisory Committee
- Annual review of Framework effectiveness



I am Because We Are, 2019
This artwork was created by Safina Stewart,
Wuthathi Country (QLD) and Mabuiag Island (Torres Strait Islands)

FIRST PERSONS FRAMEWORK YEAR 1 ACTIONS

BASS COAST

Year 1 Actions

Focus Area	Yr 1 Action	Responsibility
1. Governance and Relationships	• Establish Advisory Committee • Finalise Terms of Reference	Community Life
2. Cultural Safety	• Mandatory induction cultural safety training • Expanded truth-telling opportunities in Council programs • Updated Acknowledgement protocol and scripts	• P & C • Whole of Council • Community Life
3. Procurement and Economic Participation	• Apply Aboriginal procurement where appropriate in events, catering, printing and landscaping	Procurement
4. Engagement and Communication	• Update engagement templates to include early First Nations contact • Develop culturally safe communication guidelines • Build staff capability through Knowing/ Doing/Being expectations	• Engagement • Community Life & Communications • Community Life & People and Culture
5. RAP Development	• Procure and engage culturally appropriate consultant to commence RAP process	Community Life
6. Evaluation and Accountability	• CEO and ELT oversee Framework implementation • Departments monitor and report on actions	• Community Life • Community Life

Measures

- partnerships and engagement activities
- cultural safety training completion
- involvement of the Advisory Committee
- procurement with Aboriginal businesses
- improvements in practice and service design
- community and partner feedback
- progress on Year 1 actions

Reporting

Progress is reviewed and reported each year to support clear, accountable decision-making.

- Annual report to Council
- Annual report to the Advisory Committee
- Annual review of Framework effectiveness

8.3 Surf Parade Inverloch - One Way Road Traffic Process

Division	**Future Places**
Council Plan Strategic Objective	**Thriving Places** *Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.*

Declaration

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

Summary

At the meeting of Council 18 February 2026, Council resolved 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 to Surf Parade Inverloch (between Ozone and Goroke Street).

The purpose of this report is to summarise the public consultation process. It presents the outcomes of the engagement including recommendation for rescinding the previous Council decision to endorse one-way traffic flow on Surf Parade. The report presents options and recommends the next steps for the construction of a shared pathway between Ozone and Goroke Street on Surf Parade.

Recommendation

That Council:

1. **Notes the public consultation in accordance with section 223 of the Local Government Act 1989 in relation to the proposed one-way traffic flow changes**
2. **Notes the establishment of a Committee of Council, pursuant to section 223(1)(b)(i) of the Local Government Act 1989, comprising the Mayor and Bunurong Ward Councillors, who heard submissions on 8 April 2026**
3. **Rescinds the decision of the May 2024 Council meeting to Endorse Option 1 - parking and one-way vehicle traffic on Surf Parade between Ozone Street and Goroke Street (road traffic to travel westbound, away from Inverloch) - as the preferred alignment for this pathway**
4. **Approves the use of project savings on the Inverloch Wonthaggi Trail to be utilised to commence construction of the Surf Parade Stage 3B shared pathway to retain two-way traffic flow and no constructed parking bays**

5. **Commences investigation into alternative designs with consideration of community submissions, with a report to be received no later than the December 2026 Council meeting**
6. **Authorises a community engagement process to be undertaken to inform alternative options**

Background

The Inverloch community has long advocated for a shared path along Surf Parade to connect the township to the Inverloch Surf Lifesaving Club. Following the completion of the Surf Parade Shared Path Masterplan in 2016, the initial three stages (1, 2 and 3A) of the project were constructed by 2022. The remaining final Stage 3B is still to be completed (from Ozone Street to Goroke Street).



Due to coastal erosion in the area, the design of the Stage 3B section required changes to limit any impact to the coastal reserve managed by the Department of Energy, Environment and Climate Change (DEECA).

Consultation on various design options occurred from late 2023. Council endorsed a preferred design for full parking and one-way traffic in May 2024.

Following the resolution passed by Council to complete the final stage of the shared path in May 2024, storm surges eroded sand dunes further toward the surf club. The project was paused to allow for a coastal erosion response.

Additional sandbag protection and dune renourishment works commenced in late 2025 and completed in 2026.

The Inverloch Wonthaggi Trail is due to be fully constructed and opened by mid 2026. This trail connects to the western end of the proposed Stage 3B section of Surf Parade shared path at the Inverloch Surf Life Saving Club.

There will be increased demand to complete Stage 3B, as it is the missing link between the shared paths when the Inverloch Wonthaggi Trail is opened.

At the meeting of Council 18 February 2026, Council resolved 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 to Surf Parade Inverloch (between Ozone and Goroke Street).

Submissions were opened to the public with those wishing to speak to their submissions to be able to do so at a Committee of Council. The Committee of Council was established pursuant to section 223(1)(b)(i) of the Local Government Act 1989, comprising the Mayor and Bunurong Ward Councillors.

A total of 179 submissions were received with seven community members electing to speak to their submission at the Committee of Council. Overall, 91% of the submissions were not in support of the one-way proposal.

Discussion

The detailed design of the Surf Parade Stage 3B section of shared path with one-way option was scheduled to be completed in early 2026. Due to the high level of objections via community engagement, work on this design has been refocused to investigate alternative solutions.

Alternative Solutions

Through the community consultation process, alternative concept designs were offered by community members.

Alternative concept designs work on the premise of the shared pathway abutting the coastal reserve on the southern side of Surf Parade. It includes a pathway, car parking, and a two-way road.

Design review

Council engineers have conducted a peer review of alternative design solutions provided via consultation.

Alternative concept plans presented via consultation offer an option that Council can consider. However, there are several key considerations that would need to be resolved to deliver on the proposed approach, these include:

- Lack of detailed survey
- Impact the design has on Surf Parade property owners with the road moving on average 2 metres to the north
- Impact on vegetation on the northern side of Surf Parade
- Cost of necessary permits and approvals
- Cost of relocating utility services
- Traffic flow impacts

- Road safety with minimum standard carriageway and parking widths to be utilised in a road environment that experiences seasonal beach user peak demand
- Availability of funding

Detailed design process

A detailed design process commencing with survey would allow for the key considerations above to be addressed. This process would be informed by service proving to accurately locate and cost any services that need to be relocated, obtaining all permits and conducting community consultation with any directly impacted landowners. An accurate cost estimate would be established and submitted to Council for their consideration.

Existing opportunity

The Inverloch Wonthaggi Trail will be delivered on time and under budget and will have savings to assist in funding the construction of the Surf Parade shared path. These savings are attached to external funding that can be utilised within the next 12 months for the purpose of building a connecting shared pathway.

The constant factor in the consideration of various designs for the Surf Parade 3B Shared Pathway project is that the shared pathway will be constructed in the same location, abutting the coastal reserve on the southern side of the road. This presents an opportunity to build the pathway now with project savings and then consider the final solution for the road and parking later.

If the shared pathway were to be staged first, this would not include constructed car parking on the south side of the road in the short term. A road and car parking detailed design could be developed post more detailed investigations and subject to Council consideration and budget allocation to be constructed in future years.

In the case of staging the shared pathway first, it would reduce the amount of car parking available during high demand beach days. This is likely to have an impact on surrounding streets with cars seeking alternative car parking. Constructing a shared pathway link all the way to the Surf Life Saving Club is in contrast expected to reduce the car parking demand by providing safe opportunity for people to ride or walk to the beach instead of using a car. The net interim impact would therefore be reduced on surrounding streets and remain short-term until a final solution is realised.

Sustainability Implications

Confining the construction of Stage 3B of the Surf Parade shared path within Council's road reserve, acknowledges the vulnerable state of the coastline in this area of Inverloch. Avoiding disturbance to the existing dune and native vegetation is consistent with:

- Bass Coast Community Vision 2045
- Council Plan 2025-29
- Natural Environment Strategy 2016-26

- Climate Action Plan 2020-30
- Urban Forestry Strategy 2022-40

This approach is also consistent with the State Government-led Regional and Strategic Partnership (RaSP) that has been established to oversee the Cape-to-Cape Resilience Project.

Finances

Project savings from the Inverloch Wonthaggi Trail can be accessed to complete the construction of the Surf Parade shared path. These funds will meet the entire cost of the project.
The estimated cost of the Stage 3B section of the Surf Parade shared path with One-Way option is $1.13 million. Based on the high level of objections via community consultation, this option is not recommended.

A shared pathway without car parking bays can be constructed with project savings with the planned expenditure of these funds in the 2026/2027 financial year.

Stakeholders

Consultation for the design options of Stage 3B was undertaken in late 2023. Two options were advertised to the community:

- Option 1: Allows for parking and one-way vehicle traffic
- Option 2: No parking provision and retain two-way vehicle traffic

Similar levels of support were received for both options with survey results indicating no clear preference.

In December 2023, a petition was received requesting Council to cease the current two options and construct the Stage 3B section of shared path in the same standard as previous stages.

In May 2024, DEECA confirmed that no part of the coastal reserve can be utilised for the Stage 3B section of the shared path project. This meant that any proposed work outside of the current road reserve would not be possible.

Council investigated a third option to retain two-way vehicle traffic, while still including limited parking and narrow one lane slow points. The three options were considered at the May 2024 Council meeting along with the petition received in December 2023. At the May 2024 Council meeting, Council resolved to:

1. *Endorse Option 1 - parking and one-way vehicle traffic on Surf Parade between Ozone Street and Goroke Street (road traffic to travel westbound, away from Inverloch) - as the preferred alignment for this pathway*
2. *Notes additional funding will be required through 2025/26 budget consideration*
3. *Responds to head petitioner advising Council's decision.*

At the meeting of Council 18 February 2026, Council resolved to:

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.*

The statutory process commenced following the resolution and a 28-day period where submissions could be made was activated. The following communications were issued to invite submissions to be made;

- Letters to nearby property owners
- Engage Bass Coast page updates
- Public notice to local newspaper
- Media release to local newspapers

Between 18 February and 1 April 2026, public submissions were open to provide feedback on the one-way proposal for Surf Parade as the final stage for the Shared Path. A total of 179 submissions were received with seven community members speaking to their submissions at a Committee of Council on 8 April 2026.

The majority (82%) of submissions were from Inverloch residents. Overall, 91% were not in support of the one-way proposal. The biggest concern was the overall impact that one-way traffic on Surf Parade would have on surrounding residential streets.

Some very detailed responses were received, including alternative concepts and drawings. These alternative options were referenced and supported in many (34%) of the other submissions.

While there was a high level of objections for the one-way proposal, there was still a high level of support for the extension of the shared pathway, with some residents imploring Council to find an alternative solution.

At the 15 April 2026 Council Meeting a petition containing 478 signatures was received, including an online amount of 294, equalling 772 entries. The petition read:

We, the undersigned residents and visitors of Inverloch, formally object to the proposed permanent one-way traffic change along Surf Parade (Ozone Street to Goroke Street). We believe this change will:

- *Increase traffic on Lohr Avenue and surrounding residential streets, which are narrow and not designed for higher traffic.*
- *Put pedestrians, cyclists, and children at greater risk, including those using walkways from Ripple Drive, Paperbark Place, and other nearby streets, which connect through Lohr Avenue to Surf Parade and the beach path.*
- *Exacerbate existing parking and congestion issues.*

We ask Bass Coast Shire Council to reconsider the proposal and prioritise safe, sustainable traffic management without impacting residential streets.

The petition was received following the closure of the statutory consultation period. It has been considered alongside the statutory consultation process submissions to inform the recommendation of this report.

Conclusion

The statutory consultation process for the proposed one-way traffic arrangement on Surf Parade has demonstrated a high level of community interest and engagement, with 179 submissions received and a range of views expressed. While the consultation reached a broad cross section of the Inverloch community through multiple engagement channels, there was a high level of feedback from surrounding residents which clearly indicated strong opposition to the one-way traffic proposal, particularly due to concerns about traffic redistribution and impacts on surrounding residential streets.

Despite a high level of objections for the one-way traffic proposal, submissions showed strong and consistent support for the extension and completion of the Surf Parade Shared Path and the broader vision of a continuous off-road connection between Inverloch and Wonthaggi. Many submitters emphasised the value of safe, accessible active transport infrastructure and urged Council to continue exploring alternative design solutions that could deliver the shared path while minimising traffic and parking impacts.
The detailed alternative concepts provided by the community reflect a strong willingness to contribute constructively to shaping a preferred outcome.

The main constraint on the alternative two-way road with parking design submitted by community members is the unknown total project cost, impact on property owners and service authorities' assets. The alternative community design is feasible within the road reserve with some trade-offs but still requires further work through investigation, detailed design, costing, and community consultation for Council consideration.

To realise broad community outcomes from a connecting shared pathway, it is recommended that the external funding currently available for the purpose of constructing a connecting shared pathway is utilised.

Governing Documents

Council's adoption of the Bass Coast Tracks and Trails Strategy in 2022-2032 signaled a commitment to providing sustainable transport alternatives to the Bass Coast community and its visitors.

There are several other governing documents listed below that are related to this proposed upgrade project.

Local Government Act 1989

Local Government Act 2020

Bass Coast Planning Scheme

Council Plan 2025-29

Active Bass Coast Plan 2018-2028

Asset Plan 2025-2035

Asset Management Policy Infrastructure Assets 2022-2026

Bass Coast Community Vision 2045

Climate Change Action Plan 2020-2030

Healthy Safe and Resilient Bass Coast 2025-2029

Long-Term Financial Plan 2025-2035

Road Asset Management Plan 2024-2028

Road Management Plan 2022

Significant Roadside Vegetation Management Plan

Tracks and Trails Delivery Plan 2025-2029

Asset Management Strategy for Infrastructure Asset 2022-2026

Integrated Transport Strategy 2025-2045

Natural Environment Strategy 2016-26

Urban Forestry Strategy 2022-40

Attachments

1. CONFIDENTIAL REDACTED - Surf Parade Shared Path - Submissions [**8.3.1** - 346 pages]
2. Surf Parade Shared Path - Engagement Summary Report [**8.3.2** - 7 pages]
3. Committee of Council Submision Hearings [**8.3.3** - 2 pages]

Inverloch - Surf Parade Shared Path

Notice of intention to formalise permanent one-way traffic flow on Surf Parade

Engagement Summary Report

Contents

Executive Summary 2
Overview 2
Engagement Activities and Promotion 3
Community Consultation 4
Objectives of the Community Consultation 4
Engagement Findings 5
Feedback snapshot 5
Conclusion 7

Executive Summary

Overview

At the February 2026 Council Meeting, Bass Coast Shire Council resolved to commence the statutory process to formalise one way traffic to complete stage 3b of the Surf Parade Shared Path. The proposal would change Surf Parade to one-way traffic between Ozone Street and Goroke Street with traffic heading east to west away from town, to allow for the construction of the final stage of the path and include car parking. As part of the formal process, Council invited public submissions to the one-way proposal.

Inverloch has seen significant loss of sand dunes along Surf Parade over the last few years. Due to this coastal erosion, there is not room to build a shared path with car parking while retaining two-way traffic without using the coastal reserve which the state government, who manages the reserve, will not support.

Council consulted with the community in 2023 to find out whether in constructing the extension of the Shared Path they would prefer to have a two-way road with no car parking. In May 2024, Council adopted the option of including car parking and changing this section of road to one-way, inviting submissions about the one-way traffic proposal is the next step in the process.

If the one-way proposal is endorsed, the final stage of the Shared Path will be able to be constructed using project savings from the Inverloch to Wonthaggi Trail. The construction of this final section in combination with the completion of the Inverloch to Wonthaggi Trail will mean that the community can travel from the centre of Inverloch, all the way to Wonthaggi using a shared path away from traffic.

Engagement Activities and Promotion

Council invited written submissions from 18 February 2026 until 1 April 2026.

- **179** written submissions were received

Engagement methods included:

- Public Notice published on 18 February 2026
- Coastell February Newsletter sent to **1153** recipients
- Facebook post with **23,483** views, **19** reactions, **48** comments and **49** link clicks
- Instagram post with **945** views and **20** likes
- Media Release on Council website and articles in local newspapers
- Letter sent to **580** surrounding properties in the impacted area (see below)



Community Consultation

Between 18 February and 1 April 2026, Council invited public submissions to the one-way proposal for Surf Parade in Inverloch as part of the final stage of the Surf Parade Shared Path. A total of 179 submissions were received with 7 community members electing to speak to their submission.

Objectives of the Community Consultation

Table 1: objectives of the engagement and measures/actions for success

Objectives	Measures and actions for success
Comply with Local Gov Act 2020 requirements	Ensure all correct processes are followed, Engagement Plan and delivery is thorough and detailed, and engagement approach is inclusive and fair. IAP2 spectrum framework is applied. Approach aligns with Bass Coast Engagement Policy and principles.
Open and transparent community engagement.	Provide community with specific and clear information on what they can and can't influence. Publish a summary report of engagement findings after each stage, outlining what Council heard from community and how the feedback was used in the final decision-making.
Ensure a diverse cohort of community members are notified of the consultation opportunity	Engagement information is mailed directly to those most affected but also promoted to the wider community though usual channels such as media release, Engage Bass Coast, Coastell e-Newsletter and social media channels.

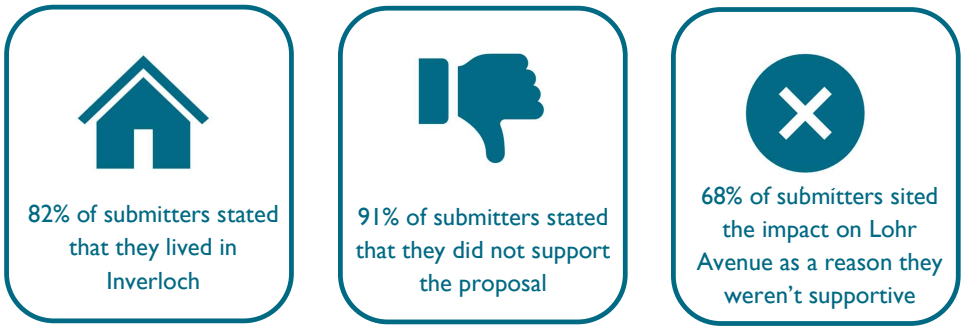
Engagement Findings

Overview

The majority (82%) of submissions were from Inverloch residents. Overall, 91% were not in support of one-way proposal. The biggest concern was the overall impact that one-way traffic on Surf Parade would have on surrounding residential streets.

Some very detailed responses were received including alternative concepts and drawings. These alternative options were referenced and supported in many (34%) of the other submissions. Some households contributed multiple submissions.

While there was a low level of support for the one-way proposal, there was a still a high level of support for the extension of the path, with some residents imploring Council to find an alternative solution.



Feedback snapshot

Common reasons cited for supporting the one-way proposal:

- Pedestrian safety – particularly on busy beach days
- Providing a safe passage for children to walk/cycle to school
- The path is a highly utilised link into town and the section to the surf club is the most important and overdue
- Best solution to ensure coastline isn't future damaged
- Parking provides safe beach access with kids

Common reasons cited for not supporting the one-way proposal

- The impact on neighbouring streets such as Lohr Avenue including:
  - Increased traffic (rat-running) which residents don't believe the road is made for
  - Pedestrian safety concerns resulting from increased traffic and lack of footpaths
  - Narrow streets
  - Congestion
  - Residential Character
  - Wildlife
  - Noise, congestion & amenity loss for residents
  - Lack of street lighting
  - Driveway access and parking pressures
  - Increased conflict points
  - Reduced driver visibility
  - Concern proposed traffic calming measures/deterrents won't be enough
- Suggestion current pedestrian/cycling traffic doesn't warrant it
- Parking is only needed for a short period of the year
- Safety concerns
  - Driver confusion
  - Emergency vehicle access
- Amenity of Surf Parade residents
- Difficult to Police

Other suggestions

- Put parking on North side of Surf Parade
- Keep two-way traffic with no parking
- Start the one-way section at Veronica St or make Lohr Avenue the same direction to discourage rat-running up Lohr Ave
- Temporary parking during peak times
- Sort out erosion issue before considering path

Conclusion

The statutory consultation process for the proposed one-way traffic arrangement on Surf Parade has demonstrated a high level of community interest and engagement, with 179 submissions received and a range of views expressed. While the consultation reached a broad cross section of the Inverloch community through multiple engagement channels, there was a high level of feedback from surrounding residents which clearly indicated strong opposition to the one-way traffic proposal, particularly due to concerns about traffic redistribution and impacts on surrounding residential streets.

Despite a low level of support for the one-way traffic proposal, submissions showed strong and consistent support for the extension and completion of the Surf Parade Shared Path and the broader vision of a continuous off-road connection between Inverloch and Wonthaggi. Many submitters emphasised the value of safe, accessible active transport infrastructure and urged Council to continue exploring alternative design solutions that could deliver the shared path while minimising traffic and parking impacts. The detailed alternative concepts provided by the community reflect a strong willingness to contribute constructively to shaping a preferred outcome.

Council will now consider the outcomes of the consultation, including the significantly low level of support for the one-way traffic proposal and the clear community desire to see the shared path completed. Any further steps will need to balance coastal constraints, funding opportunities, transport safety, and community expectations. The feedback received through this process will play a critical role in informing Council's deliberations and determining the most appropriate way forward for Surf Parade and the future of active transport in Inverloch.

Council thanks everyone who provided a submission. This feedback will be considered by Council as part of the statutory process at the June 2026 Council Meeting.

Committee of Council
Surf Parade Shared Path Stage 3b – Statutory one way process

Committee of Council Submission Hearings – 8 April 2026

Background

At its Ordinary Meeting held on 18 February 2026, Council resolved to commence the statutory process for making the section of Surf Parade, Inverloch between Goroke Street and Ozone Street, a permanent one-way road arrangement to facilitate completion of Surf Parade Shared Path Stage 3B.

As part of the statutory process, Council invited written submissions from affected persons and the broader community.

A Committee of Council was established to hear submitters who requested to be heard in support of their written submissions.

The Committee comprised:

- Councillor Rochelle Halstead (Chair)
- Councillor Brett Tessari
- Councillor Meg Edwards
- Councillor Mat Morgan

Submitters Heard

The Committee heard from the following submitters on 8 April 2026:

- [redacted]

Matters Raised

The Committee heard a range of views regarding the proposed one-way traffic arrangement, including:

- impacts on traffic movement and vehicle access;
- parking availability and convenience;

Committee of Council
Surf Parade Shared Path Stage 3b – Statutory one way process

- pedestrian and cyclist safety;
- local amenity considerations; and
- support for completion of the shared path network.
- Alternate design options with 2 way traffic should be explored

The Committee carefully considered each submission and noted the differing views expressed by community members.

The Committee acknowledged concerns raised regarding traffic circulation and parking impacts, while also recognising the safety and connectivity benefits associated with completion of the shared path project.

The Committee did not make a determination on the proposal, noting that the final decision rests with Council.

Committee Recommendation

That Council notes that the Committee of Council has heard and considered all submissions received through the statutory process and refers the matter to Council for determination.

Sig [redacted]
.....

Councillor Rochelle Halstead
Chair, Committee of Council

Date: 3 June 2026

8.4 Adoption of the Dust Suppression Seal Removal Policy

Division	**Future Places**
Council Plan Strategic Objective	**Thriving Places** *Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.*

Declaration

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

Summary

The purpose of this report is to seek adoption of the Dust Suppression Seal Removal Policy (the Policy). The Policy establishes a clear and consistent framework for the removal of the remaining dust suppressant seals across the Shire. It outlines the process to support the delivery of safe, sustainable, and cost-effective road infrastructure, while ensuring alignment with Council's broader policies, strategic objectives, and long-term plans.

Recommendation

That Council:

1. **Adopt the Dust Suppression Seal Removal Policy**
2. **Note that the Policy will remain in effect until 31 December 2029, after which it will no longer have effect.**

Background

Between 2005 and 2007, dust suppressant seals were trialled on unsealed roads across Bass Coast Shire as a low-cost, temporary solution to improve amenity. While these treatments initially provided short-term benefits, they have since deteriorated significantly. As a result, these roads no longer meet acceptable service standards or community expectations, leading to safety concerns, reduced accessibility, and diminished visual amenity inconsistent with surrounding neighbourhood character.

A Long-Term Management Strategy was adopted in 2013 to guide the removal of these dust suppressant seals. Under this strategy 23 roads have been reinstated back to pre-trial conditions or upgraded. Currently, 30 roads across the municipality still retain trial dust suppressant seals, impacting approximately 540 properties. To ensure the roads remain safe and usable for our community, these seals must now be removed.

Discussion

Consultation on the draft Policy was commenced following Council's endorsement at its 18 March 2026 meeting. Consultation was undertaken for four weeks and closed on 15 April 2026.

Any stakeholder was able to make a submission regarding the draft Policy.

A letter was sent to property owners adjacent to the remaining dust suppression seals encouraging them to make a submission. A total of 538 letters were sent. The wider community was informed about the consultation via a media release, social media posts, the Engage Bass Coast website, and the Coastell newsletter.

Submissions were received via a survey on the Engage Bass Coast webpage, via email and over the phone.

There was a total of 759 unique visitors to the Engage Bass Coast webpage with 185 submissions made via the online survey. There were an additional 20 written submissions received via email, and 5 phone submissions.

Overall, 210 submissions regarding the Policy were received.

A full report of feedback received has been included in Attachment 2.

Respondents provided feedback representing a range of different issues. A summary of the most frequently raised feedback has been provided below;

- 29% of respondents (61) provided statements that indicated that they support the draft Policy. Of those:
    - 11% of respondents (24) expressed their agreeance to pay the proposed contribution amount to ensure an upgrade on their street would go ahead
    - 10% of respondents (21) believe the contribution amount is reasonable
- 23% of respondents (49) raised concerns regarding the need for all property owners on a street to be agreeable to pay for an upgrade to occur.
- 15% of respondents (31) expressed wanting Council to offer repayment options to allow property owners to pay off the proposed $4,000 over time, rather than requiring an upfront payment.
- 11% of respondents (23) feel that Council is responsible for provision of road infrastructure and that the upgrades should be funded through Council revenue.
- 10% of respondents (21) feel that removing the current dust suppression seals would lead to greater safety risk to both pedestrians and drivers.
- 10% of respondents (21) feel the existing seal on their road meets their needs and does not need to be removed.

In response to this feedback, the Policy presented for Council adoption includes payment options for property owners who support an upgrade but are unable to pay the full contribution upfront. Payment plans are available on request over periods of 6, 12, or up to 24 months.

Payment plans will incur an administration fee, being $10 per month for the 6-month repayment plan ($60), and $20 per month for the 12- and 24-month repayment plans ($240 per year).

Property owners experiencing financial hardship may be eligible for assistance in accordance with Council's Hardship and Financial Hardship Policy.

Project contributions must be received in full, or an authorised payment plan commenced, prior to the upgrade works taking place.

As the proposed upgrade option is not a special charge scheme, Council has no legislative mechanism to enforce debt on a property where property owners are not willing to contribute. It is therefore a requirement for 100% agreement and payment to ensure that all property owners equitably contribute for an upgrade to proceed. Council discretion on this point may be applied via a Council decision if exceptional circumstances permit.

Sustainability Implications

Retaining a sealed road surface along these roads will provide benefits to property owners such as:

- Improved amenities for the community.
- Less time cleaning dust from houses and vehicles.
- Less risk of vehicles running off road or vehicle collisions.
- Improved road surface rideability / walkability.

The tailored upgrade option proposed in the Policy achieves a strategic balance between minimising cost to property owners and Council and improving road safety, accessibility, and visual amenities.
Investing in road infrastructure will position the community to better withstand current and future extreme weather events, strengthening the community's resilience to climate change impacts. All upgrades will follow the existing alignment of the road and will not disrupt established vegetation.

Finances

There would be cost implications to construct improvement works if supported by property owners in due course. This would be funded through the existing Urban Road and Drainage Improvement budget. If property owners are supportive of an upgrade and willing to financially contribute, costings for individual road upgrades will be determined and presented back to a future Council Meeting for consideration.

Stakeholders

- Councillors
- Council Officers
- Property owners adjacent to existing temporary dust suppression seals
- Community members

Conclusion

The Dust Suppression Seal Removal Policy will:

- ensure the removal of remaining dust suppressant seals is undertaken in accordance with current Council practices, with consideration given to assessed levels of deterioration, safety, and financial impact to Council.
- provide a clear pathway for property owners on impacted roads to retain a sealed road surface through fair and reasonable upgrades.
- deliver equitable and transparent engagement with affected communities.

The Policy is presented to Council for adoption.

Governing Documents

Community Engagement Policy 2021

Hardship and Financial Hardship Policy

Road Management Plan 2022

Road Asset Management Plan 2024-2028

Urban Road and Drainage Improvement Policy 2024

Road Management Act 2004

Local Government Act 2020

Attachments

1. Engagement Summary Report Dust Suppression Seal Removal Policy [**8.4.1** - 12 pages]
2. Dust Suppression Seal Removal Policy - Final [**8.4.2** - 9 pages]

Draft Dust Suppression Seal Removal Policy

Engagement Summary Report

Contents

Executive Summary 2
Overview 2
Engagement Activities and Promotion 2
Submission Summary 4
Feedback Themes 4
Overall support for the Policy: 4
Regarding the proposed upgrade option: 4
Regarding a return to an unsealed road surface: 5
Other feedback: 6
Community Consultation 7
Objectives of Stage 1 Community Consultation 7
Engagement 8
Online Survey 8
Question 1. Are you an owner of a property that is on a temporary dust suppression seal? 8
Question 2. What town is your property in? 9
Questions 3. Where do you live? 10
Question 4. Please provide any feedback you have about the Draft Dust Suppression Seal Removal Policy 11
Conclusion 12

Executive Summary

Overview

Between 2005 and 2007, dust suppressant seals were trialled on unsealed roads across Bass Coast as a low-cost, temporary solution to improve amenity. While these treatments initially provided short-term benefits, they have since deteriorated significantly. As a result, these roads no longer meet acceptable service standards or community expectation, resulting in safety, accessibility, and amenity impacts that are inconsistent with Bass Coast's character and pose legal liability risks.

A Long Term Management Strategy was adopted in 2013 to guide the removal of these dust suppressant seals. Under this strategy 23 roads have been reinstated back to pre-trial conditions or upgraded. Currently, 30 roads across the municipality still retain trial dust suppressant seals.

To ensure the roads remain safe and usable for our community, these seals must now be removed.

The draft Dust Suppression Seal Removal Policy (Policy) aims to update Council's approach to the removal of these seals to ensure it remains aligned with current community expectations and Council practices, provide a fair and equitable opportunity for upgrade and to meet the legislative requirements of community engagement.

The draft Policy introduces a tailored upgrade option that allows property owners on a dust suppression seal to maintain a permanently sealed road.

Key changes include:

- A once off contribution of $4,000
- No requirement for property owners to submit a petition
- The upgraded road will be added to Council's network and maintained at Council's cost
- Property owners will not need to contribute financially again for the road seal

Consultation on the draft Policy was approved at the 18 March 2026 Council meeting, with the draft Policy available for public feedback for a period of four weeks from 18 March 2026 to 15 April 2026.

Engagement Activities and Promotion

Council utilised the Engage Bass Coast online platform to capture community feedback. Written submissions were also encouraged for more detailed feedback.

- **185** submissions to online survey
- **20** written submissions
- **5** phone submissions
- **759** visitors to the Engage Bass Coast project site

Engagement methods included:

- Coastell April Newsletter sent to **1155** community members
- Engage email sent to **106** community members
- Social media post with **35,360** views across Facebook and Instagram
- Media Release on Council website and articles in local newspapers
- **538** letters sent to owners of a property on a road which currently has a dust suppression seal

Key Findings

210 responses were received

88% of survey participants reported living on a dust suppression seal road

The highest number of responses were from Rhyll (52) and Cowes (48)

Submission Summary

Feedback Themes

Feedback from the Engage Bass Coast online platform survey, emails and phone calls were combined and common themes were identified.

A copy of all submissions has been provided to Councillors in Attachment 1.

The major themes identified have been summarised below:

Overall support for the Policy:

While there was no question directly asking if respondents supported the draft Policy, 29% of respondents (61) provided clear statements that indicated that they support it.

Of those;

- 11% of respondents (24) expressed their agreeance to pay the proposed contribution amount to ensure an upgrade on their street would go ahead
- 10% of respondents (21) believe the contribution amount is reasonable
- 5% of respondents (11) acknowledged that the seal was in need of improvement

Regarding the proposed upgrade option:

The requirement for 100% agreement from all property owners for an upgrade to proceed is unreasonable:

23% of respondents (49) raised concerns regarding the need for all property owners on a street to be agreeable to pay for an upgrade to occur. Respondents expressed that this requirement set streets up to fail and would ultimately lead to streets being returned to an unsealed surface, even if the majority of the street was supportive and willing to pay. Respondents requested a lower level of support be considered.

Payment plans should be offered to encourage more property owners to participate in an upgrade:

15% of respondents (31) expressed a desire for Council to offer repayment options to allow property owners to pay off the proposed $4,000 over time, rather than requiring an upfront payment. Some respondents reported that they would like to have their road upgraded rather than returned to an unsealed surface, however they could not afford the full payment all at once.

Council should pay for the road to remain sealed, not property owners:

11% of respondents (23) feel that Council is responsible for provision of road infrastructure and that the upgrades should be funded through Council revenue.

- 6% (13) of respondents believe the dust suppression seals have not been properly maintained by Council which has led to their poor condition.
- 5% (11) of respondents requested that another temporary dust suppression seal be used instead.

Council should offer the tailored upgrade option to streets previously impacted by the dust suppression seals:

- 2% of respondents (5) requested that the upgrade proposed in the draft Policy be also offered to roads that previously were sealed with a dust suppression seal or for funds to be used to upgrade unsealed roads with greater need.

Drainage should be included in the upgrade:

- 2% of respondents (5) requested that drainage improvements be included in the proposed upgrade.

Regarding a return to an unsealed road surface:

Returning the roads to an unsealed road will increase risk to safety:

10% of respondents (21) feel that removing the current dust suppression seals would lead to greater safety risk to both pedestrians and drivers. Many respondents expressed the view that the current dust suppression seals would be safer than a compacted gravel surface despite their current condition.

The current seal is in good condition and does not need to be removed or replaced:

10% of respondents (21) feel the existing seal on their road meets their needs and does not need to be removed.

Returning urban sealed roads to an unsealed surface is a backwards step:

9% of respondents (18) felt that returning the road surfaces to an unsealed surface is illogical and not in line with the direction the Council should be heading in.

Return to an unsealed road will create negative impacts, particularly due to dust:

9% of respondents (18) objected to a return to an unsealed road surface due to the impacts of dust on health, amenity and leisure.

Returning the roads to an unsealed surface will reduce accessibility and make it more difficult for people with diverse accessibility needs:

4% of respondents (9) raised concerns that unsealed road surfaces would hinder use by people with diverse accessibility needs, including those using wheelchairs or pushing prams. This concern was increased by a lack of footpaths in these areas.

Concern about impact on property value:

4% of respondents (8) expressed worry that a return to an unsealed road would negatively impact their property's value.

The upgrade would mostly benefit the wider community:

3% of respondents (7) feel that an upgrade would mostly benefit individuals in the wider community rather than property owners, due to their road's proximity to major township infrastructure such as schools.

Other feedback:

There has been a lack of transparency regarding the status of roads with the dust suppression seal:

6% of respondents (13) were not aware that the road they lived on was temporary and raised concerns regarding the transparency surrounding this, particularly as the decision to purchase their property was driven by having a sealed road.

Consultation with property owners has been poor:

6% of respondents (12) expressed that the previous and current consultation with property owners has not met their expectations.

The draft Policy conflicts with other Council Policies and Council's legislative responsibilities:

1% of respondents (3) raised concern that the draft Policy, particularly the proposal to return roads to an unsealed surface, were not in line with Council strategic documents such as the Council Plan 2025-2029 and Disability Action Plan, and the *Disability Discrimination Act 1992*.

Community Consultation

Between 18 March and 15 April 2026, Council engaged community members from across the shire to seek feedback on a draft Dust Suppression Seal Removal Policy. This feedback will be used to inform the final Dust Suppression Seal Removal Policy to be presented to Council at the 17 June 2026 meeting.

Objectives of Stage 1 Community Consultation

Table 1: objectives of the engagement and measures/actions for success

Objectives	Measures and actions for success
Comply with Local Gov Act 2020 requirements	Ensure all correct processes are followed, Engagement Plan and delivery is thorough and detailed, and engagement approach is inclusive and fair. IAP2 spectrum framework is applied. Approach aligns with Bass Coast Engagement Policy and principles.
Open and transparent community engagement.	Provide community with specific and clear information on what they can and can't influence. Publish a summary report of engagement findings after each stage, outlining what Council heard from community and how the feedback was used in the final decision-making.
Ensure a diverse cohort of community members are notified of the consultation opportunity	Engagement information is mailed directly to those most affected but also promoted to the wider community though usual channels such as media release, Engage Bass Coast, Coastell e-Newsletter and social media channels.

Engagement

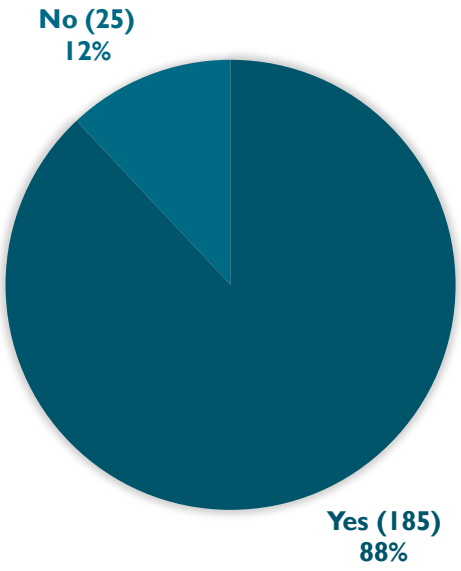
Online Survey

The following questions were provided to individuals completing the survey on the Engage Bass Coast online platform. Responses from the 25 email and phone submissions have been added, with a total of 210 submissions informing the below data.

Question 1. Are you an owner of a property that is on a temporary dust suppression seal?

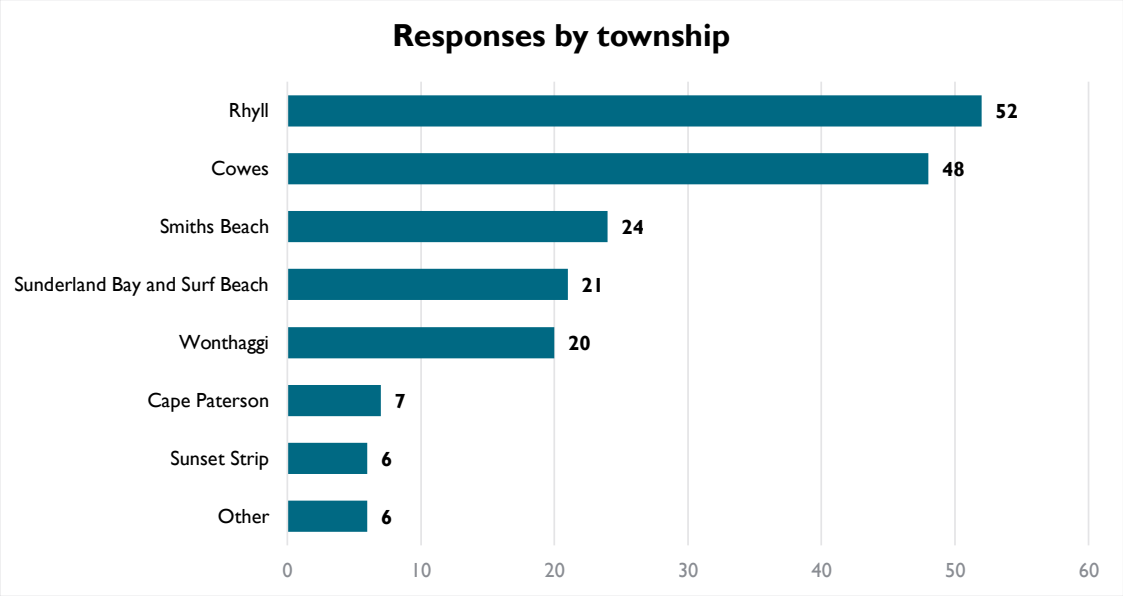
The question was mandatory and provided two options 'Yes' and 'No'. 25 written and phone submissions were also included in the graph below.

88% reported being on a dust suppression seal road. 12% reported that they didn't live on a dust suppression seal road.



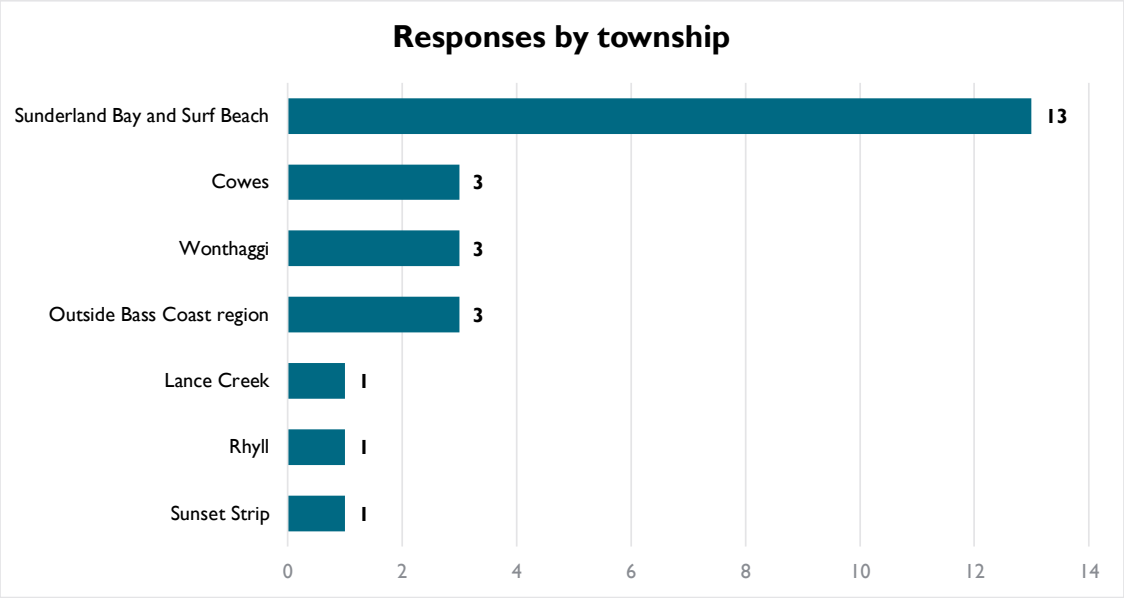
Question 2. What town is your property in?

This question was displayed for those who reported living on a dust suppression seal road. It was not mandatory and 1 respondent elected to skip the question. 24 written and phone submissions were also included in the table below.



Questions 3. Where do you live?

This question was displayed for those who reported not living on a dust suppression seal road. It was not mandatory and no respondents elected to skip the question. 1 written submission was also included in the table below.



Question 4. Please provide any feedback you have about the Draft Dust Suppression Seal Removal Policy

This was a required question. Feedback has been summarised into themes which have been collated with email and phone submissions and summarised above.

Conclusion

Summary

Council thanks all who contributed and participated in the community engagement activities during this consultation period. A report will be presented at the June 2026 Council meeting to adopt the final Dust Suppression Seal Removal Policy.

Dust Suppression Seal Removal Policy

Document Information

Type	Council Policy
Mayor	(Governance to insert signature and name post adoption)
Date Adopted	Council Meeting date month year (Governance to complete date month year post adoption)
Responsible Officer	Manager Recreation & Transport
Review Period	This policy remains in force until 31 December 2029, after which it will no longer have effect.
Version Number	1.0

Gender Impact Assessment (GIA) Statement

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

Definitions

Term	Definition
Condition rating	A numerical assessment of the physical state of a road surface, typically ranging from **1 (very good condition)** to **5 (very poor condition)**. This scale is widely adopted for infrastructure asset management. It provides a consistent method for evaluating asset deterioration and identifying when maintenance, renewal, or other intervention actions are required.
Dust suppressant seals	The application of a sprayed bituminous binder and aggregate, with minimal surface preparation, to unsealed roads to reduce dust. Applied as a trial by Council between 2005 and 2007.
Pre-trial condition	The surface of the road that was present prior to the use of a dust suppressant seal. This is typically an unsealed crushed rock surface.
Unsealed surface	A surface of a road that has not been treated with a permanent seal, such as asphalt or bitumen. Unsealed surfaces are typically composed of crushed rock or gravel.

DRAFT

Urban Road and Drainage Improvement Policy 2024 (URDI Policy)	The strategic framework for upgrading unmade urban roads and inadequate stormwater drainage infrastructure across Bass Coast Shire.

Purpose

The purpose of this policy is to set out the process for the removal of the remaining dust suppressant seals across the Shire. The Policy will provide clear and consistent framework that supports the development of safe, sustainable, and cost-effective road infrastructure and ensures alignment with Council's broader policies, strategies and plans.

This Policy updates Council's 2013 Long Term Management Strategy to align with current community expectations and Council practices, provide a fair and equitable opportunity for upgrade and to meet the legislative requirements of community engagement.

Scope

This policy applies to all Council-managed roads with remaining dust suppressant seals, as identified in Appendix 1.

The policy does not apply to roads managed by other authorities.

This policy does not address upgrades for roads where dust suppressant seals have been removed. These roads are managed under the URDI Policy.

Segments of roads adjacent to remaining dust suppression seals may be eligible for an upgrade treatment under this Policy if:

- the segment of road was previously treated by a temporary dust suppression seal or;
- the upgrade connects to an existing sealed road, preventing a gap in the sealed road network

This will be assessed on a case-by-case basis and will be dependent on support from affected property owners and Council resources.

Objectives

- To ensure the removal of remaining dust suppressant seals is undertaken in accordance with current Council practices, with consideration given to assessed levels of deterioration, safety, and financial impact to Council.
- To provide a clear pathway for property owners on impacted roads to retain a sealed road surface through fair and reasonable upgrades.
- To deliver equitable and transparent engagement with affected communities.

Statement

Background

From 2005 to 2007, dust suppressant seals were trialled on unsealed roads in Bass Coast Shire as a low cost, temporary solution to improve amenity. The 2013 Long Term Management Strategy directed the removal of these seals, restoring 23 roads to pre-trial conditions. The remaining sealed roads no longer meet current service standards or community expectations, resulting in safety, accessibility, and amenity impacts that are inconsistent with Bass Coast's character and pose legal liability risks.

Schedule of removal

An independent condition audit of the remaining dust suppression seals was conducted in December 2025.

All road seals were found to be in Poor or Very Poor condition as per the Asset Condition Rating Guidelines outlined in Appendix 2.

The condition of these seals can no longer be maintained to meet Council's obligations in accordance with the Road Management Plan and must now be removed and returned to an unsealed surface.

The results of this independent audit have been used to schedule the removal works as shown in Appendix 1. Seals assessed at the lowest condition ratings will be removed in the first year of work, with all remaining seals removed by the end of 2029.

Upgrades

Streets that are scheduled for the removal of a temporary dust suppression seal will be considered for an upgrade. This upgrade will include improvement works to the pavement formation prior to the construction of a crushed rock base pavement with an asphalt surface along the existing pavement envelope. Once completed, the road will be incorporated into Council's sealed road network and maintained at Council's expense.

Scoping notes:

- Additional infrastructure such as drainage, footpaths, and traffic calming measures will not be included in this upgrade.
- Adjacent segments may also be eligible if these were previously impacted by a temporary dust suppression seal.

For the upgrade to proceed, 100% of property owners on a dust suppression seal road must support the upgrade and a contribution towards the project of $4,000 per titled property, or the commencement of an authorised payment plan, is required. Council discretion on this point may be applied via a Council decision if exceptional circumstances permit.

Properties that adjoin two dust suppression seals will only be required to make a single $4,000 contribution. This contribution will apply to the first upgrade only, and no additional payment will be required if the adjacent road is subsequently upgraded under this Policy.

Contributions will be recorded, and property owners will not be asked to contribute to future road sealing costs. Property owners may be liable to pay for other infrastructure upgrades such as

drainage, kerb and channelling, footpaths and traffic calming through a future special charge scheme under the URDI Policy.

Payment

Project contributions must be received in full, or an authorised payment plan commenced, prior to the upgrade works taking place.

A payment plan for the $4,000 contribution is available on request. Payments plans will be available at 6 months, 12 months or a maximum period of 24 months. Payment plans will incur an administration fee, being $10 per month for the 6-month repayment plan (total $4,060), and $20 per month for the 12- and 24-month repayment plans ($4,240 and $4,480 respectively). Refunds will not be provided unless an overpayment has been made against the total contribution owing, or if the project does not proceed.

Property owners experiencing financial hardship may be eligible for assistance in accordance with Council's Hardship and Financial Hardship Policy.

The following flow chart illustrates the process for a street identified for removal of the existing temporary dust suppression seal within the next 12 months:

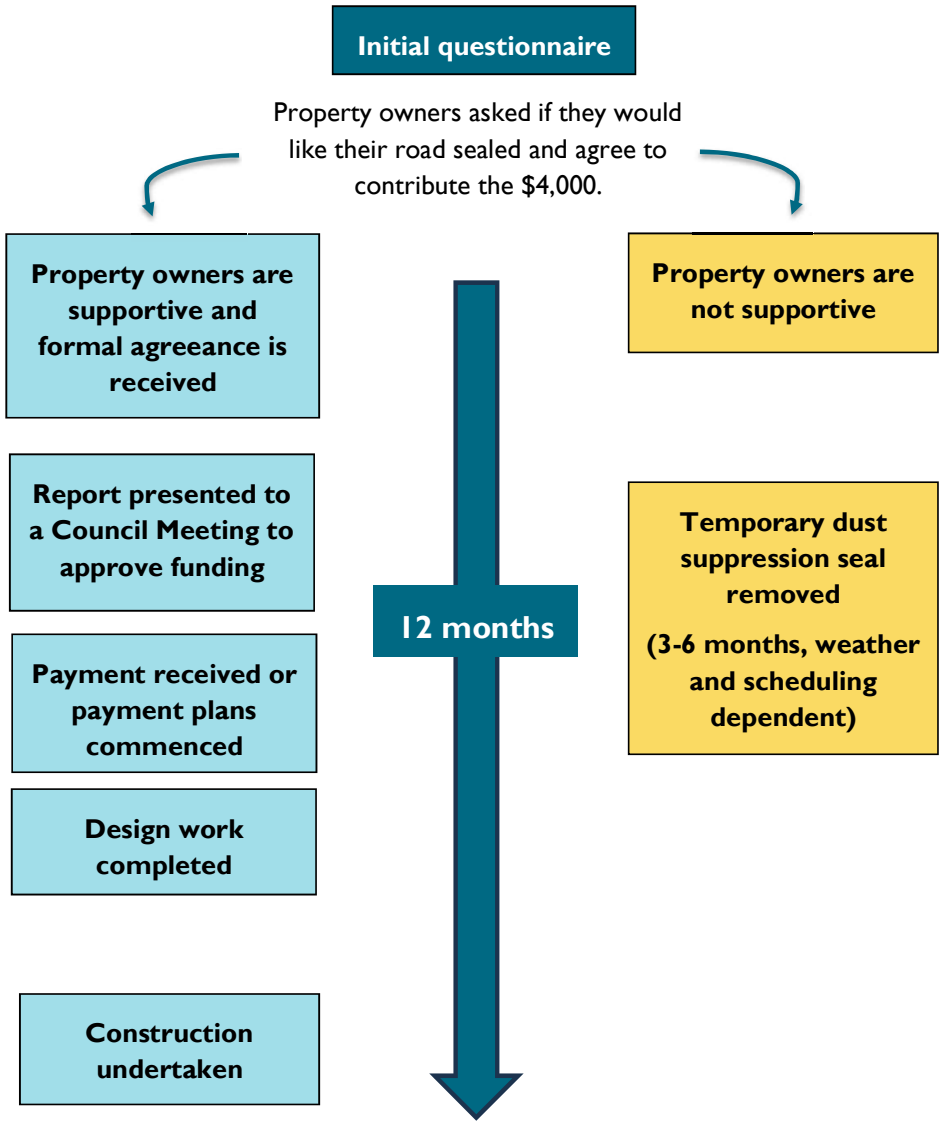


Figure 1: process flow chart

If property owners do not support the upgrade through this process, the temporary dust suppression seal will be removed in accordance with the schedule of removal (Appendix 1). In such circumstances, any future pavement upgrades would be assessed under the URDI Policy.

Where drainage works are necessary to maintain road integrity, Council may require the street to pursue an upgrade under the URDI Policy and would be assessed as needed.

Community Engagement

Engagement will be undertaken in accordance with Council's Community Engagement Policy 2021.

To support decision-making and provide affected property owners with sufficient time to consider their options, Council will undertake targeted communication with those adjacent to roads scheduled for dust suppression seal removal within the 12 months prior to the works. Council may undertake consultation on the program at any time where it is deemed appropriate, having regard to the needs of the road network.

This will involve consultation to ask property owners if they agree to partake in the proposed upgrade and will follow the steps outlined in Figure 1.

An indicative timeline for the removal of existing temporary dust suppression seals is provided in Appendix 1.

If property owners are not agreeable to an upgrade, Council will inform property owners of the scheduled works via written notification. Notification will be provided at least two months in advance, followed by a secondary notice two weeks prior to the scheduled works. These letters will include:

- The scheduled date range of works
- Any actions required by the property owner
- The reason for the removal of the dust suppression seal

Related Legislation, Associated Information and Resources

Legislation

- *Road Management Act 2004*
- *Local Government Act 2020*

Associated Information

- Community Engagement Policy 2021
- Hardship and Financial Hardship Policy
- Road Management Plan 2022
- Road Asset Management Plan 2024-2028
- Urban Road and Drainage Improvement Policy 2024

Resources

- Asset Management Policy 2022-2026
- Asset Plan 2025 -2035
- Drainage Services Asset Management Plan 2024-2028
- Infrastructure Design Manual

- *Local Government Act 1989*

Revision History

Date	Version	Revision Description	Administered

Appendix 1

Anticipated Schedule of Removal Works

The following table demonstrates the anticipated year of removal works of each road with a remaining temporary dust suppression seal.

2027	Dunvegan Crescent (Phillip Island Road to end of Seal), Surf Beach
	Edgar Street (McKenzie Street to Broome Crescent), Wonthaggi
	Franklyn Street (21 Franklyn Street to intersection of Felicia Avenue and Zelma Drive), Rhyll
	Swan Street, Cowes
	The Esplanade (Bruce Avenue to Beach Street), Surf Beach
	Reid Street (54-56 Reid Street to Beach Road), Rhyll
	Bayview Drive, Cowes
	Honolulu Avenue, Smiths Beach
	Reed Crescent (Queen Street to Billson Street), Wonthaggi
2028	Back Beach Road Service Road (104 Back Beach Road Service Road to Bermagui Crescent, and 64 to 25 Back Beach Road Service Road), Sunset Strip
	Panorama Drive (Back Beach Road Service Road to Happy Valley Drive), Sunset Strip
	Glen Street, Surf Beach
	Maxwell Street, Cowes
	Park Lane, Cowes
	Bent Street (Daly Street to Powlett Street), Dalyston
	Powlett Street (Bass Hwy to boundary of 58 Powlett Street), Dalyston
	Bermagui Crescent (Back Beach Road Service Road to Sunset Drive), Sunset Strip
	Scenic Drive (Austin Avenue to Outlook Drive), Cowes
	Dickson Street (Garden Street to Dunn Street), Wonthaggi
2029	Outlook Drive, Cowes
	Beach Road, Rhyll
	Panoramic Drive (Bonney Road to Bass Hwy Service Road), Grantville
	Queen Street (Merrin Crescent to Reed Crescent), Wonthaggi
	Ventnor Road Service Road, Cowes
	Hollywood Crescent, Smiths Beach
	Cassia Street, Cape Paterson
	Bonney Road (Bass Hwy to Panoramic Drive), Grantville
	The Esplanade, Sunderland Bay (Zephyr Court to end)
	Malcolm Drive (Bass Hwy Service Road to 14 Malcolm Drive), Grantville

This list is intended as a guide only and may be altered at any time by Council.

Appendix 2
Asset Condition Rating Guidelines

Grade	Condition	Description	Response	Residual Life (ie. Estimated % Asset Design Life Remaining)
0	Not rated			
1	Very Good	Structural: Sound physical condition. Insignificant deterioration. Asset likely to perform adequately without major work for 20 years or more. Serviceability: No or insignificant surface defects apparent. Routine maintenance only required.	No immediate action required. Maintain standard programmed condition assessment.	60% to 100%
2	Good	Structural: Acceptable physical condition; minor deterioration/minor defects evident. Serviceability: Minor increase in pavement roughness counts. Some minor surface defects apparent. Negligible short-term failure risk but potential for deterioration in long-term (15 years plus). Only minor work required (if any).	No immediate action required other than possible routine maintenance. Maintain standard programmed condition assessment.	35% to 60%
3	Fair or Moderate	Structural: Moderate to significant deterioration evident; Minor components or isolated sections of the asset need replacement or repair now but not affecting short term structural integrity. Serviceability: Moderate increase of pavement roughness but asset still functions safety at adequate level of service. Failure unlikely within next 10 years but further deterioration likely and major replacement likely within next 5 to 15 years. Work required but asset still serviceable.	Take action as appropriate to address defects and if necessary, routine patching, crack filling, rejuvenation. Monitor with programmed condition assessment for rehabilitation and/or renewal in medium term.	20% to 35%
4	Poor	Structural: Serious deterioration and significant defects evident affecting structural integrity. Serviceability: Significant increase in pavement roughness. Substantial work required in short term to keep asset serviceable. Failure likely in short to medium term. Likely need to replace most or all of asset within short term (possibly next 2 years). No immediate risk to health or safety but works required within 2 to 5 years to ensure asset remains safe.	Take immediate action as appropriate to address the defects. Immediately undertake risk assessment and further investigate options. Schedule appropriate action – rehabilitation or renewal in short term.	10% to 20%
5	Very Poor	Structural: Failed or failure imminent. Immediate need to replace most or all of asset. Serviceability: Large increase in pavement roughness and surface defects. Increase in road user costs and a deterioration in the safe performance of the asset. Major work or replacement required urgently.	Take immediate action as appropriate to address defects. Immediately undertake risk assessment and further investigate options. Schedule appropriate action – immediate rehabilitation or renewal.	0% to 10%

8.5 Amendment C181 - Western Port Woodlands Interim Protections

Division	**Future Places**
Council Plan Strategic Objective	**Naturally Beautiful** *Together we build resilience and protect and enhance our natural environment*

Declaration

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

Summary

The purpose of this report is to inform Council of a request to apply interim planning scheme protections for the Western Port Woodlands and to recommend Council resolve to write to the Minister for Planning to expedite their consideration and approval of these controls.

The amendment request, made under officer delegation in May, seeks to apply the Environmental Significance Overlay – Schedule 5 to the "*Western Port Woodlands Investigation Area"* identified in the Bass Coast Statement of Planning Policy adopted by the Governor-in-Council in October 2025. The planning control includes an expiry date of 31 May 2028 which provides sufficient time for Council to complete necessary work to determine the extent and provisions of any permanent controls.

The draft control is strategically justified and consistent with state and local policy however only the Minister for Planning has the power to implement interim controls to prevent further loss or damage to the Western Port Woodlands.

The report recommends Council advocate to the minister to expedite this process.

Recommendation

That Council:

1. **Notes that a request has been lodged to the Minister for Planning to adopt and approve draft amendment C181basc and use Section 20(4) of the *Planning and Environment Act 1987* to exempt themself from section 17, 18 and 19 and the regulations in respect of amending the Bass Coast Planning Scheme.**
2. **Write to the Minister for Planning urging them to expedite the assessment and approval of Council's request given the urgent need to protect the woodlands while further work is undertaken**

Background

Victoria is the most cleared state in Australia with more than 14 million hectares of forest being cleared since European settlement. This clearing has caused a significant downturn in native flora, fauna and fungi over this period of history.

The Western Port Woodlands is the largest remnant of intact coastal woodlands in Victoria. It stretches from Lang Lang to Grantville on the eastern shore of Western Port Bay, with the majority sitting within the boundaries of Bass Coast Shire. The *Regional Sand Extraction Strategy: Lang Lang to Grantville* (1996) considered the area as having "high regional significance for flora and fauna conservation."

Distinctive Areas and Landscapes Standing Advisory Committee

In 2022, the Western Port Woodlands was a central consideration of the Distinctives Areas and Landscapes Standing Advisory Committee (SAC) into the Bass Coast Statement of Planning Policy (SPP). As part of that process, an "Ecology Conclave" was held where the expert witnesses of the following groups were represented:

- The Minister for Planning,
- Bass Coast Shire Council,
- Southern Brown Bandicoot Regional Recovery Group,
- Save Western Port Woodlands,
- Victorian National Parks Association, and
- South Gippsland Conservation Society

The agreed positions form document 117 of the hearings.

Of note was position 1.1H, which was agreed by representative of the above parties:

> *Collectively the Western Port Woodlands are of national significance and are irreplaceable*

Additionally, these parties also agreed to position 1.4C:

> *Consider establishing an environmental overlay (i.e. ESO) across the entirety of the Western Port Woodlands with appropriate controls to fully respond to the value of the area. This would require any permit application be assessed against:*
>
> - *The effect on the habitat value and long-term viability of remnant vegetation in the locality.*
> - *The significance of the vegetation, particularly if it forms part of a recognised wildlife corridor.*
> - *The reason for removal of any vegetation and whether an alternative option can be developed which conserves the vegetation.*
> - *The effect that any removal of vegetation will have on groundwater recharge and discharge areas.*

- *The purpose of the underlying zone; namely that the vegetation is integral to the functioning and resilience of the entire ecosystem.*

The SAC ultimately found that:

> *Further strategic work (including ecological assessments) should be undertaken jointly by State and local governments in collaboration with the Bunurong Land Council Aboriginal Corporation, community representatives and extractive industry to determine the spatial extent of Western Port Woodlands, with the aim of introducing and/or strengthening controls in the draft Bass Coast Statement of Planning Policy and relevant planning scheme(s).*

Adoption and Advocacy

At its meeting on 9 July 2025, Council endorsed the final Bass Coast Statement of Planning Policy and also resolved to write to the minister requesting:

- *The state government immediately commence the strategic environmental assessment to determine the geographical extent and significance of biodiversity within the Western Port Woodlands.*
- *Immediately prepare a Planning Scheme Amendment which introduces an interim Environmental Significance Overlay to the Western Port Woodlands to ensure their ongoing protection and conservation as a distinctive attribute within the Bass Coast Distinctive Areas and Landscapes declared area.*

The final Statement of Planning Policy was endorsed by the Governor-in-Council in October 2025, giving effect to the Statement of Planning Policy earlier endorsed by Council.

Since that time, the following has occurred:

- The Department of Transport and Planning responded on the minister's behalf referring to the SPP as a "shared responsibility" and that further assessment to support protection of the Western Port Woodlands is not a funded commitment of the Victorian Government.
- Council unsuccessfully requested the funding of this further assessment through the Department of Transport and Planning's "Regional Planning Hub".
- An April 2026 Media Release from Jordan Crugnale MP states that determining the environmental significance of the Western Port Woodlands is solely Council's responsibility

During this time, Council committed $500 000 towards related works in the Bass Coast Long Term Financial Plan, included $250 000 to deliver stage 1 of the related assessments in the 2026-27 Corporate Budget, and Council's Strategic Planning and Sustainable Environment teams have been commencing work on this project using operational resources.

An interim Environmental Significance Overlay forms an important interim step to support this project and prevent irreversible loss of remnant vegetation.

Discussion

In May, Council officers lodged draft amendment C181 with the Minister for Planning under delegation, requesting use of their powers of intervention under section 20(4) of the Planning & Environment Act to approve and gazette the amendment without exhibition or panels process. This process has been commonly used recently for major reforms to the Victorian Planning Provision and is standard process for applying interim controls.

What does the amendment do?

The purpose of the Environmental Significance Overlay is to:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify areas where the development of land may be affected by environmental constraints.*
- *To ensure that development is compatible with identified environmental values.*

Draft amendment C181basc proposes to apply a new Schedule 5 to the Environmental Significance Overlay (ESO5) on an interim basis to land identified within the Western Port Woodlands Investigation Area in the endorsed SPP, excluding land within the settlement boundaries of Grantville and The Gurdies within the General Residential, Mixed Use, Township and Commercial 1 Zones.

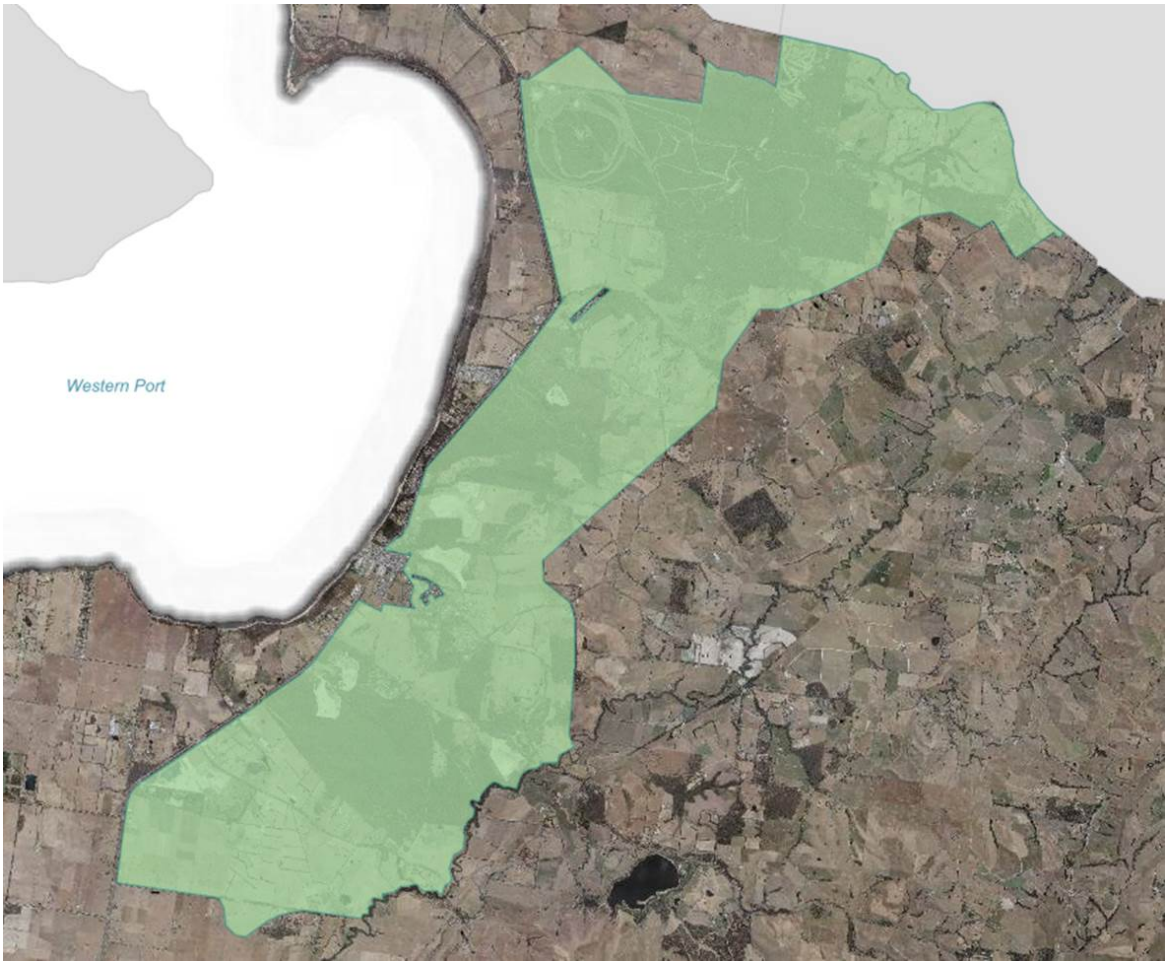


Figure 1: Land affected by the amendment – The Westernport Woodlands Investigation Area

The overlay introduces permit requirements for specified buildings and works, vegetation removal and other activities that may adversely and irreversibly affect native vegetation, habitat corridors and biodiversity values within the investigation area.

ESO5 is intended to provide interim protection for remnant native vegetation and ecological connectivity by managing fragmentation and incremental habitat loss while further biodiversity investigations, strategic assessment and permanent planning controls are undertaken. The overlay includes application requirements and decision guidelines to ensure that the environmental impacts of development and vegetation removal are appropriately assessed, including impacts on threatened species habitat, habitat corridors and the broader Western Port Woodlands ecological system. The interim control will expire on 31 May 2028 unless replaced by permanent planning controls.

Why is the amendment required?

The amendment is required to introduce interim Environmental Significance Overlay controls over the Western Port Woodlands to ensure the protection of significant biodiversity, habitat connectivity and landscape values while permanent planning controls, biodiversity investigations and mapping are finalised.

The SPP and SAC reports identify the area as supporting:

- endangered and vulnerable Ecological Vegetation Classes (EVCs);
- nationally and state-listed threatened species; and
- critical wildlife habitat and ecological processes.

Threatened species specifically identified include:

- Southern Brown Bandicoot
- Tea-tree Fingers fungus
- Powerful Owl
- Lace Monitor
- Giant Gippsland Earthworm
- White-footed Dunnart
- Swift Parrot
- Thick-lip Spider Orchid.

Expert evidence presented to the SAC consistently identifies fragmentation and clearing within the Western Port Woodlands as posing a significant and ongoing threat to the ecological integrity of the area and that ongoing habitat loss and fragmentation may lead to the local extinction of threatened flora and fauna species within the region.

The reports identify ongoing and future extractive industry activity as the primary threat to the Western Port Woodlands. Expert evidence states that rehabilitation cannot replicate the complexity and ecological function of mature remnant woodland ecosystems.

This precautionary approach of applying an interim control while assessments are ongoing is an orderly planning response consistent with the objectives of the Planning and Environment Act 1987 and the strategic intent of the Bass Coast Statement of Planning Policy.

How does the amendment support or implement the Planning Policy Framework?

The Amendment supports and implements the Planning Policy Framework by protecting significant environmental, biodiversity and landscape values within the Western Port Woodlands while further strategic investigations and permanent planning controls are undertaken.

The amendment supports Clause 12 (Environmental and Landscape Values), including objectives relating to the protection of biodiversity, native vegetation, habitat connectivity and environmentally sensitive areas.

In particular, the amendment assists in protecting remnant native vegetation, threatened species habitat and ecological corridors within one of the most significant remaining woodland systems in the Gippsland Plains bioregion.

The amendment also supports Clause 13 (Environmental Risks and Amenity) by ensuring that land use and development appropriately considers environmental constraints and avoids irreversible ecological impacts.

Finally, the amendment supports Clause 14 (Economic Development) and more specifically clause 14.03-1L which directs planners to design and locate quarries to minimise impacts on areas of high landscape and environmental quality.

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

The amendment is expected to result in a minor increase in the resource and administrative responsibilities of Council as the responsible authority associated with the assessment of planning permit applications triggered by the interim Environmental Significance Overlay. This may include the review of applications relating to vegetation removal, buildings and works, earthworks and other activities that may impact environmental values within the Western Port Woodlands investigation area.

However, the amendment is not expected to create an unreasonable administrative burden and is considered necessary to ensure that environmentally significant land is appropriately assessed and protected while permanent planning controls and strategic investigations are undertaken. The interim controls will provide greater clarity and consistency in decision-making and may reduce longer-term planning and environmental management costs associated with uncoordinated land use outcomes, vegetation loss and habitat fragmentation.

Interim Environmental Significance Overlay

Previous advice from the Member for Bass provided the following reasons why an interim control is inappropriate:

- The environmental significance of the Woodlands has not been determined and should be investigated through formal conservation processes under fit-for-purpose legislation.
- The Woodlands boundary is undefined and crosses into neighbouring shires with councils, landowners and other stakeholders that haven't been engaged through the Bass Coast SPP process.
- An ESO may not offer suitable protections due to powers and functions in other legislation (Victorian and Commonwealth).
- An ESO would immediately require permits for works on all affected land, including areas that may not have significant environmental value.

It is the view of officers that these are not compelling reasons to prevent or delay the application of an interim control. It is the view of officers that:

- The environmental significance has been soundly demonstrated through the Standing Advisory Committee process to an extent necessary for interim controls while other assessments are ongoing
- While the boundary has not been refined, the investigation area in the SPP provides a starting point to avoid irreversible loss while assessments are ongoing
- The ESO may not protect against all powers and functions within other legislation, but it is a tool available to Council that should be used in the interim while alternatives are investigation.
- The Victorian Planning Provisions include many examples of provisions that take a precautionary approach in their coverage but may be irrelevant to particular land to which they apply. In this instance, an applicant would only need to provide reasons as to why there is no environmental significance on their land as part of an assessment process.

Sustainability Implications

The amendment responds to climate change by protecting remnant native vegetation, habitat corridors and ecological systems within the Western Port Woodlands that contribute to carbon sequestration, landscape resilience and biodiversity adaptation.

The protection of connected woodland habitats supports the ability of species and ecosystems to adapt to changing climatic conditions, including increased temperatures, altered rainfall patterns and more frequent extreme weather events. The amendment also assists in reducing further habitat fragmentation and environmental degradation, which can diminish ecosystem resilience to climate change impacts.

The amendment further provides economic and social benefits by supporting long-term ecosystem services and protective environments that contribute to tourism, regional identity, social and cultural values.

Finances

The Planning and Environment (Fees) Regulations 2016 set out the statutory fees for planning scheme amendments. Payment for these and any other expenses for the project will be sourced from project and operational budgets in the Strategic Planning team.

Stakeholders

Relevant stakeholders for this amendment include:

- Bass Coast Shire Council;
- The Minister for Planning;
- Relevant statutory authorities; and
- Affected landowners.

Conclusion

Amendment C181basc has been lodged with the Minister for Planning requesting immediate action under delegation from Council officers. It is the view of officers that the application of an Environmental Significance Overlay to the nationally and state-significant Western Port Woodlands is strategically justified and aligns with statutory guidance on applying the overlay on an interim basis.

The interim control is required to prevent irreversible damage as rehabilitation cannot replicate the complexity and ecological function of this mature remnant woodland ecosystem. Further loss or fragmentation may lead to local extinctions, especially in the context of changing climatic conditions and bushfire risk placing greater strain on local populations.

The responsibility to progress this amendment further now sits with the Minister for Planning and the Department of Transport and Planning. It is critical that Council and the Bass Coast community continue to advocate for the Minister to use their powers to save the Western Port Woodlands.

Governing Documents

In progressing this amendment, Council must have regard to the following:

- The Planning & Environment Act 1987
- The Bass Coast Statement of Planning Policy

Attachments

1. C181basc Explanatory Report [**8.5.1** - 16 pages]
2. C181basc Redrafted Interim ESO5 [**8.5.2** - 2 pages]

DrPlanning and Environment Act 1987

Bass Coast Planning Scheme

Amendment C181basc

Explanatory Report

Overview

The amendment applies an interim Environmental Significance Overlay (ESO5) to land within the Western Port Woodlands area to provide interim planning protection for environmentally significant land while further biodiversity investigations, strategic assessment and permanent planning controls are undertaken.

The interim ESO5 introduces permit requirements for specified buildings and works, vegetation removal and other activities that may adversely affect the environmental and biodiversity values of the land. The amendment ensures that potential impacts on remnant native vegetation, habitat connectivity, threatened species and ecological values are appropriately assessed before development or land disturbance can occur.

The amendment is an interim measure intended to prevent inappropriate development, vegetation loss and ecological fragmentation while permanent controls, mapping and long-term planning responses for the Western Port Woodlands are finalised.

Where you may inspect this amendment

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

Wonthaggi Civic Centre	**Grantville Transaction Centre**
76 McBride Avenue Wonthaggi	1504-1510 Bass Hwy Grantville
Monday to Friday	Monday to Friday
8.30am to 5pm	9am to 5pm

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

Submissions

Any person who may be affected by the Amendment may make a submission to the planning authority. Submissions about the Amendment must be received by 5.00pm on XXXXXX.

A submission must be sent to:

Bass Coast Shire Council

Postal: PO Box 118, Wonthaggi VIC 3995

Email: strategic.planningadmin@basscoast.vic.gov.au

Panel hearing dates

Include for exhibited amendments and remove at adoption.

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

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

Details of the amendment

Who is the planning authority?

This amendment has been prepared by the Bass Coast Shire Council which is the planning authority for this Amendment.

The Amendment has been made at the request of the Bass Coast Shire Council.

Land affected by the amendment

The amendment applies to land within the Western Port Woodlapronds area in the north-western part of the Bass Coast Shire, generally extending between Lang Lang, The Gurdies, Grantville and Bass. The land comprises a combination of public conservation reserves, privately owned land containing remnant native vegetation, and habitat corridors that collectively form the Western Port Woodlands ecological system. It includes land identified as having significant environmental and biodiversity values, including remnant woodland vegetation, threatened species habitat and important habitat connectivity and biolink functions.

More specifically, the amendment applies to land shown in Figure 1 which has been

identified in the Bass Coast Statement of Planning Policy (SPP) as the *Western Port Woodlands Investigation Area* and included on maps 4, 9, 10 and 11 in the document. The amendment excludes land within Grantville and The Gurdies covered by the General Residential Zone, Mixed Use Zone, Township Zone and Commercial 1 Zone. All other zones within the investigation area are included in the amendment.

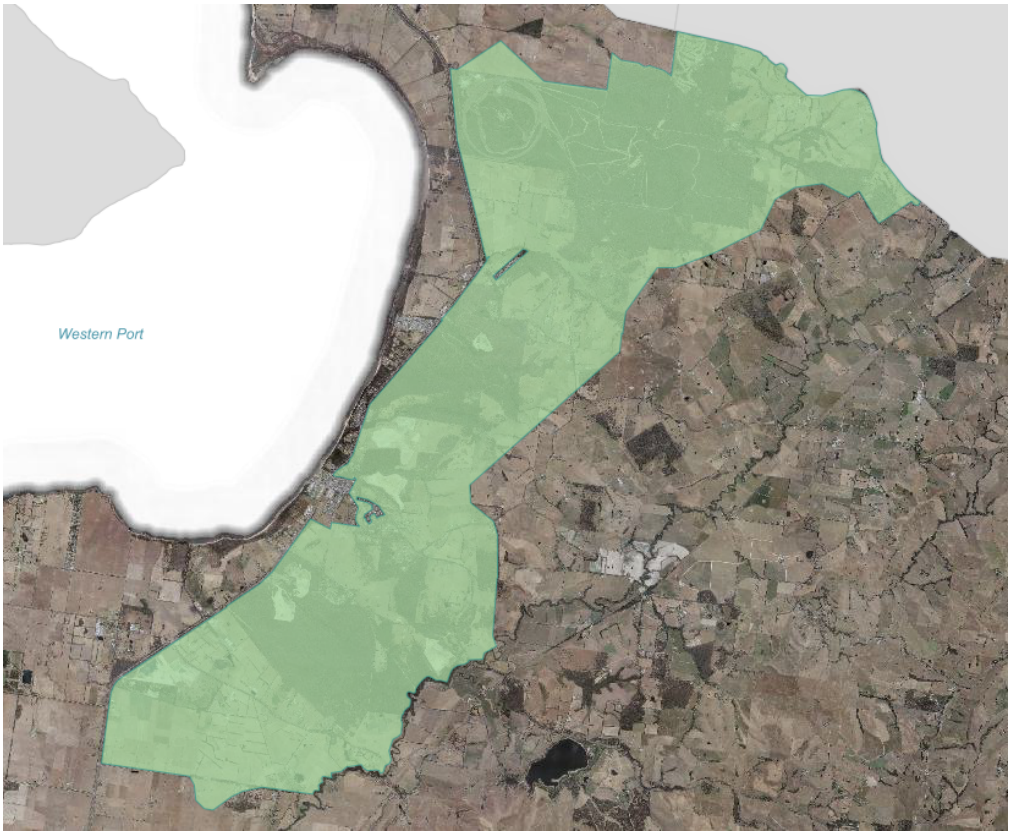


Figure 1: Land affected by the amendment – The Westernport Woodlands Investigation Area

A mapping reference table is attached at Attachment A to this Explanatory Report.

What the amendment does

The amendment applies Schedule 5 to the Environmental Significance Overlay (ESO5) on an interim basis to land identified within the Western Port Woodlands Investigation Area. The overlay introduces permit requirements for specified buildings and works, vegetation removal and other activities that may adversely and irreversibly affect native vegetation, habitat corridors and biodiversity values within the investigation area.

ESO5 is intended to provide interim protection for remnant native vegetation and

ecological connectivity by managing fragmentation and incremental habitat loss while further biodiversity investigations, strategic assessment and permanent planning controls are undertaken. The overlay includes application requirements and decision guidelines to ensure that the environmental impacts of development and vegetation removal are appropriately assessed, including impacts on threatened species habitat, habitat corridors and the broader Western Port Woodlands ecological system. The interim control will expire on 31 May 2027 unless replaced by permanent planning controls.

Strategic assessment of the amendment

Why is the amendment required?

The amendment is required to introduce interim Environmental Significance Overlay controls over the Western Port Woodlands to ensure the protection of significant biodiversity, habitat connectivity and landscape values while permanent planning controls, biodiversity investigations and mapping are finalised.

The Bass Coast Statement of Planning Policy (SPP) expressly identifies the Western Port Woodlands as a key biodiversity refuge within the declared area and acknowledges the need for further investigation and planning protection.

The SPP states that:

- the Western Port Woodlands contain significant remnant native vegetation and habitat for threatened species;
- further strategic environmental assessment is required;
- the efficacy of existing protections remains uncertain; and
- further planning controls or revised regulations may be required to protect areas of high biodiversity value.

The interim controls are therefore necessary to prevent irreversible environmental harm during the period in which permanent controls are being investigated and implemented.

This precautionary approach is an orderly planning response consistent with the objectives of the Planning and Environment Act 1987 and the strategic intent of the Bass Coast Statement of Planning Policy.

Area of State and National Biodiversity Significance

Expert witness evidence presented at the Distinctive Areas and Landscapes Standing Advisory Committee (SAC) for the SPP consistently identified the Western Port Woodlands as:

- the largest area of remnant native vegetation in Bass Coast Shire;
- a regionally and nationally significant biodiversity corridor;

- a critical habitat system within heavily cleared bioregions; and
- an irreplaceable ecological asset.

The ecology conclave agreed that:

"Collectively the Western Port Woodlands are of national significance and are irreplaceable."

The woodlands occur within the Gippsland Plains and Strzelecki bioregions, both of which are among the most depleted bioregions in Victoria.

Threatened Species and Ecological Communities

The SPP and SAC reports identify the area as supporting:

- endangered and vulnerable Ecological Vegetation Classes (EVCs);
- nationally and state-listed threatened species; and
- critical wildlife habitat and ecological processes.

Threatened species specifically identified include:

- Southern Brown Bandicoot
- Tea-tree Fingers fungus
- Powerful Owl
- Lace Monitor
- Giant Gippsland Earthworm
- White-footed Dunnart
- Swift Parrot
- Thick-lip Spider Orchid.

Expert evidence presented to the SAC consistently identifies fragmentation and clearing within the Western Port Woodlands as posing a significant and ongoing threat to the ecological integrity of the area. Expert ecological evidence indicates that continued loss and fragmentation of remnant native vegetation would result in permanent biodiversity decline by reducing habitat extent, disrupting ecological processes and isolating wildlife populations. The reports emphasise that the Western Port Woodlands function as an interconnected ecological system, and that incremental clearing across both public and private land weakens habitat connectivity, genetic exchange and long-term ecosystem resilience.

The evidence further concludes that ongoing habitat loss and fragmentation may lead to the local extinction of threatened flora and fauna species within the region, including species dependent on large, connected woodland habitats and stable ecological conditions. Expert witnesses also note that many of the environmental values present within the Western Port Woodlands are effectively irreplaceable, and that mature woodland ecosystems cannot be readily recreated or restored once removed. Accordingly, the evidence identifies the risk of irreversible ecological damage if additional clearing or disturbance occurs prior to the completion of further

biodiversity investigations and the implementation of permanent planning protections.

Habitat Connectivity and Biolinks

The Western Port Woodlands function as a connected ecological system rather than isolated reserves.

Expert evidence at the SAC repeatedly concluded that long-term biodiversity conservation depends on maintaining and enhancing habitat connectivity across public and private land.

The reports emphasise that:

- remnant vegetation on private land is strategically important;
- wildlife corridors and “biolinks” are critical to species movement and genetic exchange; and
- incremental clearing risks fragmentation and ecosystem collapse.

The Standing Advisory Committee specifically recognised the need for:

- further biodiversity assessment;
- refined biolink mapping; and
- consideration of environmental overlays to protect the Western Port Woodlands.

Immediate Risk of Irreversible Harm

The reports identify ongoing and future extractive industry activity as the primary threat to the Western Port Woodlands.

The evidence highlights risks including:

- incremental clearing;
- habitat fragmentation;
- altered hydrology;
- edge effects;
- weed invasion;
- ecological degradation; and
- permanent loss of mature woodland ecosystems that cannot be readily recreated through rehabilitation.

Expert evidence states that rehabilitation cannot replicate the complexity and ecological function of mature remnant woodland ecosystems.

The interim ESO is therefore justified on a precautionary basis to avoid malicious destruction, unmanaged clearing or fragmentation before permanent controls are finalised.

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

The amendment is consistent with the objectives of planning in Victoria as set out in Section 4(1) of the Planning and Environment Act 1987 (PE Act). Specifically, the amendment fulfils the following:

a) *To provide for the fair, orderly, economic and sustainable use and development of land*

The application of interim controls ensures environmentally significant land within the Western Port Woodlands is appropriately managed and protected while long-term planning controls are finalised.

b) *To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity*

The overlay provisions aim to protect remnant native vegetation, threatened species habitat, ecological connectivity and biodiversity values within the Western Port Woodlands.

c) *To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria*

The amendment is consistent with this objective by seeking to preserve the environmental and landscape qualities that contribute to community wellbeing, recreation and the natural character of the Bass Coast area.

d) *To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value*

The amendment supports the protection of environmentally and culturally significant landscapes and habitats recognised within the Bass Coast Statement of Planning Policy.

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

Environmental Effects

The amendment will provide significant environmental benefits by:

- protecting one of the largest remaining remnant woodland systems in the Gippsland Plains bioregion;
- preventing further fragmentation of critical habitat corridors;
- supporting threatened flora, fauna and fungi species;

- maintaining biodiversity resilience and ecosystem functioning;
- preserving ecological connectivity across public and private land;
- supporting carbon sequestration and climate resilience outcomes; and
- enabling comprehensive biodiversity assessment and strategic mapping before irreversible land use change occurs.

The amendment supports the objectives of:

- the Bass Coast SPP;
- Victoria's biodiversity conservation framework;
- habitat connectivity and biolink strategies; and
- state and national threatened species protection obligations.

Social Effects

The amendment delivers important social and community benefits through:

- protection of landscapes highly valued by the local community;
- preservation of natural character and sense of place;
- protection of culturally significant environments;
- safeguarding passive recreation and nature-based experiences;
- supporting community wellbeing through access to healthy natural environments; and
- responding to long-standing community concern regarding biodiversity loss and extractive industry impacts.

The ecology conclave agreed that the Western Port Woodlands provide unique social and cultural values to residents and visitors.

The SPP also recognises the integral relationship between biodiversity protection and Bunurong cultural heritage and Country.

Economic Effects

The amendment provides economic benefits by:

- supporting long-term ecosystem services;
- protecting the environmental values underpinning tourism and regional identity;
- preserving the natural landscape qualities that contribute to visitation and liveability;
- reducing Ththe long-term economic costs associated with biodiversity loss and ecosystem degradation; and
- ensuring future land-use decisions are informed by comprehensive strategic assessment and evidence-based planning.

Several submissions specifically identified the potential for conservation of the Western Port Woodlands to support:

- nature-based tourism;

- ecotourism opportunities; and
- sustainable economic development consistent with the long-term vision of the SPP.

Does the amendment address climate change?

Yes. The amendment responds to climate change by protecting remnant native vegetation, habitat corridors and ecological systems within the Western Port Woodlands that contribute to carbon sequestration, landscape resilience and biodiversity adaptation.

The protection of connected woodland habitats supports the ability of species and ecosystems to adapt to changing climatic conditions, including increased temperatures, altered rainfall patterns and more frequent extreme weather events. The amendment also assists in reducing further habitat fragmentation and environmental degradation, which can diminish ecosystem resilience to climate change impacts.

Does the amendment address relevant bushfire risk?

The amendment does not introduce any additional bushfire risk.

However, the amendment does not prohibit the ongoing use and development of land required for bushfire protection, emergency access, defendable space or other relevant risk mitigation measures. The interim ESO will operate alongside existing bushfire planning and emergency management provisions within the planning scheme and will ensure that environmental considerations are balanced with the need to appropriately manage bushfire risk and protect human life and property.

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

The amendment generally complies with *Ministerial Direction on the Form and Content of Planning Schemes* under section 7(5) of the Act. The proposed schedule is inconsistent with section 11c) of the direction which states that the:

> *Schedule must be in the format set out in Annexure 2, must include any details or information indicated in the clause or provision as being mandatory with no other sections or headings other than specified*

The proposed amendment seeks to insert a section 6.0 to the Schedule 5 to the Environmental Significance Overlay to insert an expiry date. While not technically consistent with the direction, this approach follows generally accepted practice for interim controls as demonstrated with recently approved amendments including C312morn (Applying Erosion Management Overlay Schedule 7 to High Landslide Susceptibility Areas) and C230yran (Applying Erosion Management Overlay Schedules 3 and 4 to areas of Debris Flow Susceptibility)

The amendment complies with *Ministerial Direction No. 11 (Strategic Assessment of*

Amendments) under section 12 of the *Planning and Environment Act 1987*. The amendment is consistent with this direction which ensures a comprehensive strategic evaluation of a planning scheme amendment and gives effect to the state and local policies relating to biodiversity alongside the Bass Coast Statement of Planning Policy.

The amendment does not allow the development of sensitive uses on potentially contaminated land or development that could result in water, noise, air or land pollution impacts on the environment, amenity or human health. Therefore, *Ministerial Direction No. 1 (Potentially Contaminated Land)* and *Ministerial Direction No. 19 (Preparation and Content of Amendments that may Significantly Impact the Environment, Amenity and Human Health)* do not apply to this amendment.

The amendment does not rezone land from a non-urban zone to an urban zone or have the effect of enabling a significant change to, or intensification of, the use and development of urban land. Therefore *Ministerial Direction 22 (Climate Change Consideration)* does not apply to this amendment.

The Amendment has had regard to and complies with all other relevant Ministerial Directions.

The amendment is supported by strategic justification contained within the Bass Coast Statement of Planning Policy, the Distinctive Areas and Landscapes Standing Advisory Committee reports, expert ecological evidence and supporting biodiversity investigations relating to the Western Port Woodlands. The amendment is also consistent with the objectives of planning in Victoria and supports the protection of significant environmental and biodiversity values while permanent planning controls are being finalised.

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

The Amendment supports and implements the Planning Policy Framework by protecting significant environmental, biodiversity and landscape values within the Western Port Woodlands while further strategic investigations and permanent planning controls are undertaken.

The amendment supports Clause 12 (Environmental and Landscape Values), including objectives relating to the protection of biodiversity, native vegetation, habitat connectivity and environmentally sensitive areas. In particular, the amendment assists in protecting remnant native vegetation, threatened species habitat and ecological corridors within one of the most significant remaining woodland systems in the Gippsland Plains bioregion.

The amendment also supports Clause 13 (Environmental Risks and Amenity) by ensuring that land use and development appropriately considers environmental constraints and avoids irreversible ecological impacts.

The amendment gives effect to the strategic direction of the Bass Coast Statement of Planning Policy under Part 3AAB of the Planning and Environment Act 1987, including the identification and protection of significant environmental attributes and biodiversity values within the declared area.

The amendment is further supported by state biodiversity and climate resilience policy by promoting the protection of ecological systems, landscape connectivity and environmental values that contribute to long-term ecosystem resilience and sustainable land use planning.

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

The amendment does not apply to land in the General Residential Zone or Mixed Use Zone, enabling the continued delivery of housing in these areas to meet the state housing target for Bass Coast Shire Council.

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

The amendment supports and implements the Municipal Planning Strategy by protecting the significant environmental, biodiversity and landscape values of the Western Port Woodlands and reinforcing the strategic vision for sustainable land use and environmental conservation within Bass Coast Shire.

More specifically:

- The amendment supports the Vision (Clause 02.02) which seeks to have Bass Coast Shire recognised as a unique place of environmental significance. The objectives go on to identify the need to protect, maintain and enhance the unique natural environment for the enjoyment of all.
- The amendment supports the MPS objectives relating to Environmental and Landscape Values (Clause 02.03-2) which identifies the need to protect and conserve native vegetation, biodiversity, ecological connectivity and the environmental qualities that contribute to the municipality's distinctive landscape character and liveability in the face of decline and fragmentation.
- The amendment also supports the strategic direction for Natural Resource Management (Clause 02.03-4) by seeking to manage the land use conflict between environmental values and development pressures, including extractive industry activity, by ensuring that environmentally significant land is appropriately assessed and protected while long-term planning responses are developed.
- Finally, the amendment supports the strategic direction for Economic Development (Clause 02.03-7) by protecting and conserving areas of environmental significance that contribute to Bass Coast's identity as a nature-based tourism destination.

How does the amendment balance any competing policy objectives or strategies?

Clause 12.01-1S includes the following strategy:

> *Avoid impacts of land use and development on important areas of biodiversity.*

Additionally, clause 14.03-1L includes the following strategy:

> *Design and locate quarries to minimise impacts on areas of high landscape and environmental quality.*

These strategies indicate the competing policy objectives for biodiversity and extractive resources in the subject area. The overlay schedule has been drafted to provide an exemption for works already lawfully commenced, including those approved under a Work Authority. The overlay does not include mandatory requirements, which allows future development proposals to receive a balanced assessment against both these objectives.

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

Yes. The amendment makes proper use of the Victoria Planning Provisions by applying the Environmental Significance Overlay (ESO), which is the most appropriate planning tool available within the VPP to recognise and manage land with significant environmental and biodiversity values.

The ESO is an appropriate mechanism to manage potential impacts on remnant native vegetation, threatened species habitat, ecological connectivity and broader environmental systems within the Western Port Woodlands investigation area. The overlay enables permit triggers and decision guidelines to be applied to buildings and works, vegetation removal and other activities that may adversely affect environmental values, while still allowing for the consideration of site-specific circumstances and existing land use rights. The ESO also does not change the considerations of the underlying zone for land-use decisions, ensuring the focus of the interim control is managing development.

The amendment appropriately utilises the VPP framework to implement state and local planning policy objectives relating to biodiversity protection, environmental sustainability and landscape conservation, while providing an interim statutory response pending completion of further investigations and permanent planning controls.

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

The amendment addresses the views of relevant agencies and stakeholders through reliance on the strategic work, expert evidence and recommendations prepared as

part of the Bass Coast Distinctive Areas and Landscapes planning process, including the Bass Coast Statement of Planning Policy, the Standing Advisory Committee reports and supporting ecological investigations.

The amendment responds to concerns raised by Bass Coast Shire Council, environmental experts, community groups and biodiversity specialists regarding the ongoing fragmentation and loss of remnant native vegetation and habitat within the Western Port Woodlands. The amendment also reflects the findings of the ecology conclave and expert witness evidence, which identified the Western Port Woodlands as an area of national ecological significance requiring further protection and investigation.

The amendment is also consistent with the strategic direction of the Bass Coast Statement of Planning Policy, which identifies the need for further investigation of biodiversity values within the Western Port Woodlands and acknowledges that additional planning controls or regulatory measures may be required to protect areas of high environmental significance.

The interim ESO has been prepared as a precautionary planning response to ensure that potential environmental impacts are appropriately managed while further work is undertaken in consultation with relevant government agencies, Traditional Owners, Council and other stakeholders to inform permanent planning controls.

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

Yes. The amendment has considered the objectives and decision-making principles of the Transport Integration Act 2010. The amendment is not expected to have a significant impact on the transport system or the operation of existing transport infrastructure.

Resource and administrative costs

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

The amendment is expected to result in a minor increase in the resource and administrative responsibilities of the responsible authority associated with the assessment of planning permit applications triggered by the interim Environmental Significance Overlay. This may include the review of applications relating to vegetation removal, buildings and works, earthworks and other activities that may impact environmental values within the Western Port Woodlands investigation area.

However, the amendment is not expected to create an unreasonable administrative burden and is considered necessary to ensure that environmentally significant land is appropriately assessed and protected while permanent planning controls and

strategic investigations are undertaken. The interim controls will provide greater clarity and consistency in decision-making and may reduce longer-term planning and environmental management costs associated with uncoordinated land use outcomes, vegetation loss and habitat fragmentation.

Based on the Bass Coast Statement of Planning Policy, it is anticipated that many areas within the ESO5 may be covered by the Significant Landscape Overlay Schedule 1 which will control development and vegetation removal in these areas. If this is the case, it is not anticipated that this amendment will result in a large number of separate permit applications and instead only widen the ambit of assessment to include the ESO5.

Attachment A – Mapping reference table

Location	Land /Area Affected	Mapping Reference	Address	Proposed Zone changes	Proposed Overlay changes	Proposed deletion changes
Bass Coast	Land within the Western Port Woodlands investigation area generally extending between Lang Lang, The Gurdies, Grantville and Bass, as shown in Figure 1.	• Bass Coast C181basc esoMap01 Exhibition • Bass Coast C181basc esoMap03 Exhibition • Bass Coast C181basc esoMap05 Exhibition • Bass Coast C181basc esoMap10 Exhibition • Bass Coast C181basc esoMap11 Exhibition • Bass Coast C181basc esoMap12 Exhibition • Bass Coast C181basc esoMap13 Exhibition • Bass Coast C181basc esoMap14 Exhibition • Bass Coast C181basc esoMap15 Exhibition • Bass Coast C181basc esoMap16 Exhibition • Bass Coast C181basc esoMap17 Exhibition	N/A	N/A	Applies a new ESO5	N/A

Location	Land /Area Affected	Mapping Reference	Address	Proposed Zone changes	Proposed Overlay changes	Proposed deletion changes
		• Bass Coast C181basc esoMap18 Exhibition • Bass Coast C181basc esoMap19 Exhibition				

XX/XX/2023

SCHEDULE 5 TO CLAUSE 42.01 ENVIRONMENTAL SIGNIFICANCE OVERLAY

Shown on the planning scheme map as **ESO5**

WESTERN PORT WOODLANDS BIOLINK INTERIM PROTECTION

1.0 Statement of environmental significance

XX/XX/2023

The Western Port Woodlands forms the largest area of native vegetation in Bass Coast Shire and represents a unique environmental and landscape feature of national significance. The area contains an extensive network of bushland remnants that are integral to the municipality's landscape character and environmental values. These bushland reserves and biolink areas comprise a range of ecosystems that provide important habitat for a rich diversity of flora and fauna.

The ecological value of the Western Port Woodlands is enhanced by the connectivity between habitat areas, which supports the movement and long-term viability of wildlife, including threatened species such as the Southern Brown Bandicoot, Tea-tree Fingers, Powerful Owl, Long-nosed Bandicoot, White-footed Dunnart, Lace Monitor and Lewin's Rail. Habitat connectivity reduces fragmentation and isolation, supports breeding and foraging opportunities, and enables native species to respond to climatic change and recolonise areas following disturbance events such as bushfire.

The identified biolink corridors generally follow waterways, roadsides and other areas containing remnant indigenous vegetation. In some locations, the extent and condition of indigenous vegetation has been fragmented and degraded through past land management practices. Significant opportunities exist to improve habitat connectivity and biodiversity values through the rehabilitation and revegetation of degraded areas, particularly along waterways and habitat corridors.

2.0 Environmental objective to be achieved

XX/XX/2023

To protect and manage native vegetation and bushland from fragmentation and incremental loss, so that they continue to provide high quality biolink corridors and habitat for flora and fauna.

3.0 Permit requirement

XX/XX/2023

A permit is not required for:

- the construction of a post and open weave wire rural fence less than 1.8 metres in height
- the removal, destruction or lopping of exotic vegetation
- the removal of vegetation that is one of the species listed in the '*Common Weeds of Gippsland Brochure'*
- Buildings and works lawfully commenced, including under an approved Work Authority, before the gazettal of Amendment C181basc.

4.0 Application requirements

XX/XX/2023

The following application requirements apply to an application for a permit under Clause 42.01, in addition to those specified elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- A detailed site plan showing:
  - the topography of the land
  - the location and extent of all vegetation existing on the site and its relationship to vegetation and identified biolinks

- the location and extent of the vegetation proposed to be removed
- the location and extent of the vegetation proposed to be retained onsite

- An assessment that outlines:
  - the type, condition and quality of the vegetation
  - the value of the vegetation as habitat for indigenous flora and fauna
  - the potential impact of the proposed development or vegetation removal on the habitat value of adjoining and nearby land
- Details of any proposed buildings or works, including:
  - the extent of earthworks; and
  - the location and method of on-site effluent disposal
- Details of any proposed disposal areas that may impact existing vegetation, soil stability or waterways
- The reasons why the vegetation removal is required
- An explanation of how vegetation removal has been avoided and minimised
- A land management plan that:
  - identifies the important environmental values of the site; and
  - describes the land management actions, including revegetation and fencing, to be undertaken in conjunction with the proposed development or vegetation removal.

5.0 Decision guidelines

XX/XX/2023

The following decision guidelines apply to an application for a permit under Clause 42.01, in addition to those specified in Clause 42.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- Whether the proposal will contribute to the achievement of the environmental objectives of this schedule.
- Whether the proposal requires the removal of indigenous vegetation from a site where the majority of understorey ground cover comprises indigenous vegetation.
- Whether the vegetation removal has been avoided and minimised, and whether appropriate measures have been taken to mitigate environmental impacts.
- Whether the proposed development or vegetation removal minimises adverse environmental impacts, including impacts on rare or threatened species, during and after construction.
- Whether the proposal will adversely affect habitat connectivity, faunal movement, or ecological linkages within habitat corridors and between habitat areas.

6.0 Expiry

XX/XX/2023

The requirements of this overlay cease to have effect after 31/5/2027

8.6 Visitor Economy Partnerships

Division	**Future Places**
Council Plan Strategic Objective	**Thriving Places** *Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.*

Declaration

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

Summary

The purpose of this report is to seek Council authorisation until 30 June 2030 for the Chief Executive Officer to enter into partnership agreements with Destination Gippsland (DGL) and Destination Phillip Island (DPI), noting that individual agreements will align with Victorian Government funding periods.

DGL and DPI are the state-recognised Visitor Economy Partnerships (VEP's) for Gippsland and Phillip Island and San Remo respectively and are key strategic partners in supporting the development of the visitor economy in Bass Coast. Both organisations are independent bodies, directed by skills-based boards, with a focus on destination marketing, industry development, and strategic tourism growth.

The purpose of the partnership agreements is to clearly articulate the relationship, responsibilities and funding commitments that support the collaborative working arrangements between Bass Coast Shire Council and each organisation.

It is recommended that Council authorise the Chief Executive Officer, until 30 June 2030, to enter into partnership agreements between Bass Coast Shire Council and DGL and DPI in line with Victorian Government funding periods.

Recommendation

That Council authorises the Chief Executive Officer, until 30 June 2030, to enter into partnership agreements with Destination Gippsland and Destination Phillip Island, with Council's annual contributions commencing at $40,357 (plus GST) and $101,883 (plus GST) respectively in 2026/27 and indexed in accordance with approved rate increases.

Background

Council's long-standing investment in Destination Phillip Island and Destination Gippsland reflects the strategic importance of the visitor economy to Bass Coast and the value of coordinated regional destination leadership. The current Partnership Agreements with both organisations finish 30 June 2026.

The evolution of Victoria's visitor economy governance framework has been a key consideration for Council in ensuring Bass Coast remains well positioned within state-recognised tourism structures.

The Victorian Government's Visitor Economy Recovery and Reform Plan (2021) established a transition from Regional Tourism Boards to a statewide network of Visitor Economy Partnerships (VEPs), intended to provide stronger leadership, advocacy, and destination marketing across Victoria.

Throughout this reform process, Council engaged with the Department of Jobs, Skills, Industry and Regions to understand the implications for Bass Coast and to advocate for arrangements that would best support the municipality's visitor economy objectives.

In response to the Department's Options Paper on the proposed VEP boundaries and governance arrangements, Council endorsed the preferred 'One Bass Coast' model. This model sought recognition of Bass Coast as a single, distinct visitor economy area within the state framework, and maintains existing levels of State Government funding.

In late 2025, the Minister confirmed that the existing regional structure would be retained, and that the State Government would maintain its level of funding, with Destination Phillip Island and Destination Gippsland transitioning to VEP status.
This is conditional on:

1. Bass Coast Shire Council retaining its active membership of and financial contribution to DGL
2. DPI agrees to amend its Rules of Association to ensure consistency with other VEPs.

This provides the current strategic context for Council's partnership approach with both organisations.

Discussion

Tourism plays a pivotal role in driving economic growth, enhancing community well-being, and promoting local culture and heritage. In Bass Coast, tourism has also played a significant role in protecting and enhancing the local environment. Our community has a rich history of welcoming visitors from all over the world and continues to be a key international destination for Australia. In 2023, Bass Coast received an estimated 2.784 million visitors that spent $892 million in local expenditure (Dec 2023).

Council support for the two VEP's are an essential part of delivering a strategic and coordinated approach for the visitor economy. Work to support the visitor economy is guided by the Destination Management Plans for Phillip Island and San Remo, and Gippsland.

Both organisations are the state recognised VEPs, independent peak tourism bodies for their respective regions; Phillip Island and San Remo and broader Gippsland. They are led by a skills-based board. DPI is an Incorporated Association and is governed by the Associations Incorporation Reform Act 2012 and its rules of association. Whereas Destination Gippsland is a not-for-profit company limited by guarantee and is governed by the Corporations Act 2001 and its constitution. While there is a financial contribution from Council, Council will remain members of both organisations.

It is important to note that recognition as a Visitor Economy Partnership provides the region access to Victorian Government core operational funding, program funding such as destination planning and industry strengthening, and access to Visit Victoria.

Through the VEP model, Council will leverage its investment more than six-fold, with the Victorian Government contributing $840,000 in core operational funding across the two organisations—$250,000 to Destination Phillip Island and $590,000 to Destination Gippsland.

Partnership agreements for each organisation will be aligned to State Government funding periods. Should the Victorian Government amend its funding arrangements in a way that reduces the amount allocated through the VEPs to Bass Coast before 30 June 2030, a report will be presented to Council for consideration.

The principles of the agreement are that both VEPs and Council will reasonably seek to ensure that the activity operates in a manner which:

- Ensures that the expectations and key strategic objectives of both VEPs and the Council are aligned.
- Significantly advances the relationship between the tourism sector, operators, businesses and local tourism authorities.
- Ensures that key staff of Bass Coast Shire Council and the VEPs work collaboratively in planning for tourism industry development, advocacy, and marketing for the region.
- Ensures that both VEPs address and takes a leading role in tourism issues and opportunities relevant to the visitor economy.
- Makes available information to the wider industry about the operation of the Activity.
- Provides a safe working environment.
- Takes account of equal opportunity principles.
- Utilises linkages with other services.

The Partnership Agreements will require the VEPs to provide an annual report to Bass Coast Shire Council demonstrating funds/projects leveraged from Council's contribution that supports the delivery against identified priorities from the Council Plan.

Sustainability Implications

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

Finances

Currently, Council has allocated in the budget of 2026/27 $142,240 (plus GST) to support the two Visitor Economy Partnerships in Bass Coast. The existing partnership agreements with DPI & DGL are until 30 June 2026. The partnership is currently funded from an existing operational budget in the Economic Development & Investment Department.

The VEPs use this annual funding as a foundation for core staff and to leverage other operational and project grant applications. A four-year authorising environment has been developed to enable the coordinated and strategic approach to support the visitor economy in Bass Coast, in alignment with Council's Partnership Framework adopted in 2023.

The four-year authorising environment is dependent on the Victorian Government to maintain or increase its current level of funding through the VEP in Bass Coast.

Year	Destination Gippsland	Destination Phillip Island
2026/27	$40,357 (plus GST)	$101,883 (plus GST)
2027/28	Prior year + rate cap	Prior year + rate cap
2028/29	Prior year + rate cap	Prior year + rate cap
2029/30	Prior year + rate cap	Prior year + rate cap

Stakeholders

- Bass Coast Shire Council
- Destination Phillip Island
- Destination Gippsland
- Victorian Government Department of Jobs, Skills, Industry and Regions
- Visit Victoria
- Tourism Australia

Conclusion

Council authorisation until 30 June 2030 will provide continuity in Council's strategic partnership with Destination Phillip Island and Destination Gippsland as the two state-recognised Visitor Economy Partnerships supporting Bass Coast's visitor economy. Individual partnership agreements will align with Victorian Government funding periods, consistent with the strategic and funding context outlined in this report.

Accordingly, it is recommended that Council authorise the Chief Executive Officer, until 30 June 2030, to enter into partnership agreements with Destination Phillip Island and Destination Gippsland as required in line with Victorian Government funding periods.

Governing Documents

- Bass Coast Community Vision 2045
- Bass Coast Council Plan 2025-2029
- Bass Coast Economic Development Framework 2030

Attachments

Nil

8.7 Working Together Policy

Division	**Innovation & Engagement**
Council Plan Strategic Objective	**Visionary Leadership** *Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.*

Declaration

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

Summary

The purpose of this report is to present the reviewed and revised Working Together Policy for Council adoption.

Recommendation

That Council adopt the revised Working Together Policy.

Background

Council is required to adopt and maintain a Working Together Policy (the Policy). The current Policy, adopted on 17 March 2021, has recently been reviewed by Council.

Discussion

This Policy has been reviewed and revised to strengthen and clarify expectations relating to professional behaviour, psychological safety, respectful workplace and leadership accountability, across Council.

The policy review supports Council's obligations under key legislation and was also informed by the following areas:

- Evolving psychosocial health and safety obligations;
- Consultation themes identified through engagement with Councillors, Council Officers, and Staff Consultative Committee representatives;
- Broader Council work relating to psychosocial risk and gender equality;
- Council's refreshed values.
- Work Safe's definitions including *Bullying* and *Not Bullying*

The revised policy aims to support a culture where concerns are addressed early, people feel safe to speak up and leaders are equipped to model and reinforce expected behaviours.

A new version of the Policy is attached for adoption.

Sustainability Implications

There are no sustainability implications associated with this report.

Finances

There are no financial implications associated with this report.

Stakeholders

- Bass Coast Community
- Councillors
- Council Officers

Conclusion

The reviewed and revised Policy provides a clearer framework for professional behaviour, respectful workplaces, psychological safety and leadership accountability at Council, and is presented for Council adoption.

Governing Documents

Legislation:

- *Occupational Health and Safety Act 2004*
- *Equal Opportunity Act 2010*
- *Fair Work Act 2009*
- *Local Government Act 2020*
- *Gender Equality Act 2020*
- *Charter of Human Rights and Responsibilities Act 2006*

Associated Information:

- Child Safe Standards – Commission for Children and Young People

Resources:

- Customer Service Charter
- Working Together Policy
- Privacy Policy
- Model Councillor Code of Conduct

Attachments

1. Formatted 25 05 2026 Council Working Together Policy DRAFT [**8.7.1** - 6 pages]

Working Together Policy

Document Information

Type	Council Policy
Mayor	(Governance to insert signature and name post adoption)
Date Adopted	Council Meeting date month year (Governance to complete date month year post adoption)
Responsible Officer	Manager People & Culture
Review Period	At least once every 4 years
Version Number	5

Gender Impact Assessment (GIA) Statement

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

Purpose

The purpose of the Working Together Policy is to establish a clear foundation for a workplace and service environment where all employees, councillors, contractors, volunteers and customers are treated with dignity, respect and fairness.

This Policy sets the standard for behaviour in line with our values and reinforces Council's commitment to a safe, inclusive and respectful culture. It makes clear that bullying, harassment (including sexual harassment), discrimination, and threatening or aggressive behaviour are not acceptable in any circumstances.

The Policy supports Council to meet its legal and organisational responsibilities, while enabling a workplace culture that reflects its values and supports positive outcomes for the community.

Scope

This Policy applies to all people who work for, or on behalf of Bass Coast Shire Council, including:

- Full time, part time and casual employees
- Permanent and temporary employees, including work experience or school and/or tertiary placement performing work for Council
- Temporary and casual individuals engaged through an agency
- Contractors or Consultants engaged by Council
- All Councillors

- Volunteers with Council

The Policy also applies to workplace interactions with customers and members of the community. While customers are not bound by this Policy, they are expected to behave in a respectful and non-abusive manner and not engage in behaviour that may compromise the safety or wellbeing of Council staff or others.

Objectives

The objectives of the Working Together Policy are to:

- define and reinforce clear expectations for professional, respectful and accountable behaviour across the organisation
- demonstrate leadership accountability for modelling, reinforcing and addressing behaviours in line with the Working Together Policy, including supporting respectful workplaces, psychological safety and early intervention where concerns arise
- promote a workplace culture that is safe, inclusive and equitable, aligned to equal opportunity and human rights principles
- support a psychologically healthy and safe workplace through the prevention and management of inappropriate behaviour and psychosocial risks
- encourage early intervention and shared responsibility for addressing concerns in a timely and respectful way
- embed consistent behavioural standards in line with our values across Council's policies, procedures and systems
- support Council's leadership role in preventing gender-based violence and fostering a culture where people feel safe to speak up
- ensure Council meets its obligations under relevant Commonwealth and Victorian legislation, including anti-discrimination, human rights, occupational health and safety, and local government requirements

Principles

This policy is based on the principles of professional behaviour which are expected to be displayed by all those who are employed by, engaged by or elected to the Bass Coast Shire Council.

Displays of professional behaviour will ensure a workplace that is free from bullying, harassment, discrimination, violent or threatening behaviours, and breaches of Equal Opportunity principles.

Professional behaviour includes:

- treating everyone with respect, dignity and courtesy
- being open to different perspectives and engaging constructively

DRAFT

- leaders modelling respectful, accountable and psychologically safe behaviours, including providing constructive feedback, addressing concerns early, and creating an environment where employees feel supported, heard and able to contribute
- including others and actively contributing to a sense of belonging
- communicating openly, respectfully and in a balanced way
- taking accountability for behaviour, decisions and outcomes
- moving from blame to problem solving when addressing issues or mistakes
- raising concerns early and appropriately
- respecting the roles, responsibilities and expertise of others
- valuing diversity and recognising the benefits of different backgrounds and experiences
- making decisions based on merit and fairness
- maintaining appropriate professional boundaries
- contributing to a psychologically safe environment where people feel able to speak up
- acknowledging and valuing the contributions of others
- demonstrating everyday courtesy (e.g. saying "hello", "please", "thank you" and "I'm sorry")

Professional behaviour does not include:

- bullying, harassment, sexual harassment or discrimination in any form
- inappropriate, offensive or disrespectful communication (including verbal, written or online)
- racial, sexual or otherwise discriminatory jokes, comments or material
- crude jokes, gestures or sexual innuendo
- unwanted physical contact, invading personal space, or intimidating behaviour
- yelling, aggressive behaviour, or deliberately ignoring or excluding others
- spreading malicious rumours or engaging in gossip that harms others
- intimidation, coercion, or misuse of authority, position or power
- acts or threats of violence
- stereotyping or making assumptions about individuals or groups
- excluding or isolating individuals from work-related activities or opportunities
- ridiculing or undermining individuals, including those on return to work or flexible arrangements

DRAFT

- discriminatory actions or comments based on protected attributes (including age, disability, gender identity, sexual orientation, race, religion, pregnancy, carer status, or other attributes under legislation)
- failing to act on or ignoring inappropriate behaviour when it is observed or reported
- victimisation of individuals who raise concerns or participate in a complaint process
- misuse of digital communication platforms, including inappropriate emails, messaging or social media behaviour
- attending work or undertaking duties while impaired in a way that impacts safety, behaviour or decision-making
- sending or engaging in abrasive, blunt or discourteous communications that lack professionalism and respect

Dealing with breaches of the policy

If, for any reason, you believe that you or someone else is not being treated fairly and professionally, or that there is any breach of this Policy then:

- Raise the issue directly with the person
- Seek support from your supervisor, your Manager/General Manager/CEO/Mayor, a member of the Staff Consultative Committee (SCC) or a Health and Safety Representative (HSR), People and Culture, or our Employee Assistance Program (EAP)
- Formally report to your supervisor or another people leader, People and Culture, or through our Health, Safety and Wellbeing reporting platform.

What will happen next?

If you have not been able to resolve the issue yourself, the incident will be investigated in a fair, confidential and timely manner for all parties. The investigation will follow Council's Grievance and Dispute Settling Procedure (refer to Policies section on Council's employee Intranet (TORI)) or the Staff and Councillor Interaction Protocol if a Councillor is involved.

Unacceptable behaviour will lead to disciplinary action that may include dismissal. For employees, disciplinary action will comply with Council's Managing Underperformance Process (refer to Policies section on TORI).

Definitions

Term	What it means	Examples
Bullying	Repeated, unreasonable behaviour that creates a risk to a person's health and safety	Verbal abuse, exclusion, intimidation, withholding information, persistent unfair criticism

Term	What it means	Examples
Not Bullying	Reasonable management action carried out in a reasonable manner.	Setting reasonable expectations, giving constructive feedback, managing performance, setting and allocating reasonable work, organisational change
Threatening or Violent Behaviour	Any behaviour that causes someone to feel at risk of harm, or results in physical harm	Threats, aggressive behaviour, physical assault
Equal Opportunity	Treating people fairly and not disadvantaging them based on protected characteristics	Fair access to jobs, training, promotion and conditions regardless of age, gender, race, disability etc.
Discrimination	Unfair treatment based on a protected characteristic	Direct: treating someone less favourably Indirect: rules that disadvantage some people and are not reasonable
Sexual Harassment	Unwelcome behaviour of a sexual nature that causes offence, humiliation or intimidation	Unwanted advances, sexual comments or jokes, inappropriate messages, gestures or contact
Gender Equality & Prevention of Violence	Creating a respectful, safe and inclusive workplace that supports gender equality and prevents violence	Supporting employees, calling out inappropriate behaviour, building a culture of respect

Related Legislation, Associated Information and Resources

- *Fair Work Act 2009 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth) (including Respect@Work amendments)*
- *Disability Discrimination Act 1992 (Cth)*
- *Age Discrimination Act 2004 (Cth)*
- *Equal Opportunity Act 2010 (Vic) (updated from 1995)*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Disability Act 2006 (Vic)*
- *Local Government Act 2020 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*

Council Policies and Documents

- Bass Coast Shire Council Code of Conduct
- Model Councillor Code of Conduct
- Bass Coast Shire Council Staff and Councillor Interaction Protocol
- Bass Coast Shire Council Enterprise Bargaining Agreement
- Bass Coast Shire Council Social Media Policy
- Bass Coast Shire Council Occupational Violence and Aggression Policy
- Bass Coast Shire Council Occupational Violence and Aggression Procedure
- Bass Coast Shire Council Mental Health & Wellbeing Procedure and Guide
- Bass Coast Shire Council Health, Safety & Wellbeing Policy

Revision History

Date	Version	Revision Description	Administered
29/05/2026	2	Definitions table updated	Emma Sorensen

DRAFT

8.8 Contract No 21015 - Environmental Health Shared Services - Extension 2

Division	**Community & Culture**
Council Plan Strategic Objective	**Vibrant Communities** *Communities are healthy, inclusive, safe and socially connected. Communities celebrate opportunity, recreation, diversity, heritage and reconciliation.*

Declaration

The author has no direct or indirect interests in relation to this report.

Summary

This report to Council presents a request to accept a contract extension option associated with current Contract No 21015 – Environmental Health Shared Services which is due to expire on 30 June 2026.

The extension is required to enable the continuation of the contract following expiry of the initial contract term in accordance with Clause 2.2.2 of the Conditions of Contract.

This report recommends that Council approves the extension option with Kernow Environmental Services Pty Ltd to deliver the services as provided for in the contract specification for an additional two (2) years to 30 June 2028.

Recommendation

That Council Extend the contract with Kernow Environmental Services Pty Ltd, ABN 53 070 348 999 for Contract 21015 Environmental Health Shared Services for a further period of 2 years to 30 June 2028, for the sum of $1,634,742 (excluding GST).

Background

On 30 June 2021 Council awarded Contract No 21015 Environmental Health Shared Services to Kernow Environmental Services Pty Ltd for the amount of $1,989,041 (GST exclusive), for a term of three (3) years with two (2) extension options of up to two (2) years at the discretion of Council.

The Contract is for the provision of environmental health shared services, assisting Council to deliver its obligations under The Food Safety Act, Public Health and Wellbeing Act and Environmental Protection Act. These services include:

- Food Registrations
- Food Inspections
- Food Related complaints
- Food Recalls
- Food Sampling (Class 1,2,3)

- Nuisance complaints (odour, pest, noise, smoke)
- Accommodation Premises registration and inspection
- Aquatic Facilities Inspections and water sampling
- Caravan Park Registrations and Inspections
- Rooming House Registrations and Inspections
- Tobacco Complaints, Education and test purchasing to minors
- Domestic Wastewater Management (permits, inspections and compliance)
- Infectious Disease Management
- After Hours Service Call Out for Environmental Health incidents.

A further extension to the Contract is now required to allow for the continued provision of environmental health shared services, exercising the second and final available extension option. The proposed extension will extend the term of the Contract until 30 June 2028.

Clause 2.2.2 of the Conditions of Contract allows for an extension of the contract of two (2) years to be given at the discretion of Council.

Statutory Requirements/Codes/Standards/Policies

- The Victorian Local Government Procurement Best Practice Guidelines 2024
- Bass Coast Shire Council's Procurement Policy
- Local Government Act 2020

Finances

Over the past six months, the shared service councils have undertaken detailed negotiations with Kernow, including a review of contract performance, service improvements delivered to date. Agreement was reached on a CPI-based increase, consistent with the original contract. This outcome reflects the strength of the shared service partnership in securing value while maintaining service continuity and community health outcomes.

Contract Particulars	**$ Amount (Excluding GST)**
Original contract sum	$1,989,041
2 year extension 2025-26	$1,499,750
Variations issued during initial contract term to date	$63,761
Adjusted contract sum	**$3,552,552**
Proposed contract extension sum	**$1,634,742**
Total Proposed contract sum	**$5,187,294**

Contractor Performance

The Contractor's performance has been reviewed, as well as the specification in accordance with Council's Contract Administration Manual.

The Supplier has fulfilled the obligations under the Contract. The quality of work has met the required standard and has allowed Council to deliver outcomes across the shared service. The supplier has also committed to a number of enhancements to service in the final stage of the contract. There has been a commitment for the alignment of application and renewal forms, designed to create consistency across all Shared Service Councils.

The attached Contractor Performance Report from Council's contract management system details a full evaluation of the Contractor's performance.

The overall conclusion is that the Contractor's performance has met the contract requirements.

Stakeholders

The following stakeholders have been identified:

- Bass Coast Shire Council
- Local community groups
- Bass Coast Shire residents and rate payers
- Shared Service Councils

Conclusion

This contract continues to represent strong value for money for Bass Coast Shire Council. The proposed Year 6 annual lump sum is supported by clear evidence of growth in statutory service demand and the resources required to meet it.

Kernow has delivered compliant contract performance while managing increased demand across key service areas. The extension will support continued service continuity, shared service improvements and productivity initiatives, providing confidence in both current delivery and future efficiency.

Attachments

1. CONFIDENTIAL REDACTED - Contract 21015 Performance Report Cover Page [**8.8.1** - 1 page]
2. CONFIDENTIAL REDACTED - Contract 21015 Annual Performance Report 2025-2026 [**8.8.2** - 5 pages]
3. CONFIDENTIAL REDACTED - Contract 21015 Financial Summary 2021-2026 [**8.8.3** - 1 page]

8.9 Communications, Engagement and Advocacy Strategy

Division	**Innovation & Engagement**
Council Plan Strategic Objective	**Visionary Leadership** *Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.*

Declaration

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

Summary

The purpose of this report is to present the Communications, Engagement and Advocacy Strategy 2026-2029 for Council's consideration.

Recommendation

That Council adopt the Communications, Engagement and Advocacy Strategy 2026-2029.

Background

Communications, engagement, and advocacy have been brought together into a single strategy to recognise the strong connection between these functions and their role in delivering the Council Plan and Community Vision.

The strategy directly supports the Council Plan 2025–2029, particularly the Visionary Leadership objectives:

- Effective communication and engagement
- Strong advocacy
- Optimising partnerships
- Driving innovation

It also supports Council's obligations under the *Local Government Act 2020* in relation to transparency, engagement, and accountability.

The strategy provides aims to embed Council's Operating Principle of Responsive, Efficient, Transparent and Future-focused through a clear framework for the delivery of communications, engagement and advocacy at Bass Coast Shire Council.

Discussion

Council is currently operating under separate Communications & Engagement Strategy 2023–2026 and Advocacy Strategy 2023–2026 documents.

During the term of these strategies, Council has achieved a range of positive outcomes, including:

- Growth in subscribers to Council's digital channels, including Coastell and Engage Bass Coast
- Increased engagement across social media through innovative video content and exploring social media trends and themes
- Support of Council's largest ever engagement project, Towards a Better Bass Coast
- Strong advocacy through regular visits to Victorian and Federal Parliament
- Successful advocacy outcomes including funding for the Cowes Streetscape project
- Coordinated regional campaigns such as beach safety messaging and MotoGP advocacy
- Improved partnerships and collaboration with governments and agencies.

These successes highlighted the strong connection between communications, engagement and advocacy, leading Council to combine them into one integrated strategy.

The strategy establishes guiding principles and a structured framework based on six stages: Define, Design, Deliver, Review, Report, and Refine. This integrated approach will improve outcomes and streamline delivery for community as well as internal and external partners.

Priorities include:

- Improving the clarity and accessibility of Council information
- Reviewing and updating Council's website, social media and engagement platforms
- Strengthening internal communication and engagement capability
- Expanding community engagement opportunities
- Building stronger advocacy processes and partnerships
- Ensuring communications and engagement are informed by Human Centered Design principles.

Over the next 3 years, Council will progressively deliver the actions outlined in the strategy. Key future initiatives include:

- Launching a new Council website
- Improving how Council explains decisions and reports back to the community

- Delivering media and social media training for Councillors
- Refreshing Council's Community Engagement Policy
- Increasing engagement with under-represented groups
- Developing advocacy toolkits to empower communities
- Exploring new digital tools and innovative communication methods
- Strengthening grant funding opportunities and regional partnerships.

Importantly, Council will monitor progress through annual reporting and measures such as community satisfaction, digital engagement growth, and advocacy outcomes.

Sustainability Implications

There are no sustainability implications associated with this report.

Finances

The Bass Coast Shire Council Communications, Engagement and Advocacy Strategy will be delivered with existing Council resources. Partnership and in-kind support may also be sought where appropriate.

Advocacy is an essential tool to ensure that Council secures funding for projects and can have a significant return on investment. Recent advocacy outcomes include:

- $8,000,000 in funding for the Cowes Streetscape Master Plan delivered through the Federal Government's Regional Precincts and Partnerships Program, announced in October 2024 and in alignment with Council's 2024 Federal Advocacy Priorities.
- $1,768,000 in funding for the Stewart Road Bridge in Kernot, delivered through the Federal Government's Safer Local Roads and Infrastructure Program in December 2025. This was an example of an emerging advocacy priority.
- $632,746 in funding for the former Wonthaggi Secondary College site announced through the Federal Government's Regional Precincts and Partnerships Program in May 2026. The former school site is one of Council's current (2026-2028) advocacy priorities.

Stakeholders

All residents, ratepayers, visitors, partners, and government agencies have an interest in Council's communications, engagement and advocacy.

Council utilised Engage Bass Coast to capture community feedback to inform strategy priorities. Officers also engaged community in-person at events in Cowes, Corinella and Inverloch. Detailed engagement information is available in the attached Engagement Summary Report.

Conclusion

The Communications, Engagement and Advocacy Strategy will guide the delivery of Council's communications, engagement and advocacy over the next 3 years.

Governing Documents

Local Government Act 2020

Attachments

1. Communications, Engagement and Advocacy Strategy 2026-2029 [**8.9.1** - 23 pages]
2. Engagement Summary Report - Communications, Engagement and Advocacy Strategy 2026-2029 [**8.9.2** - 19 pages]

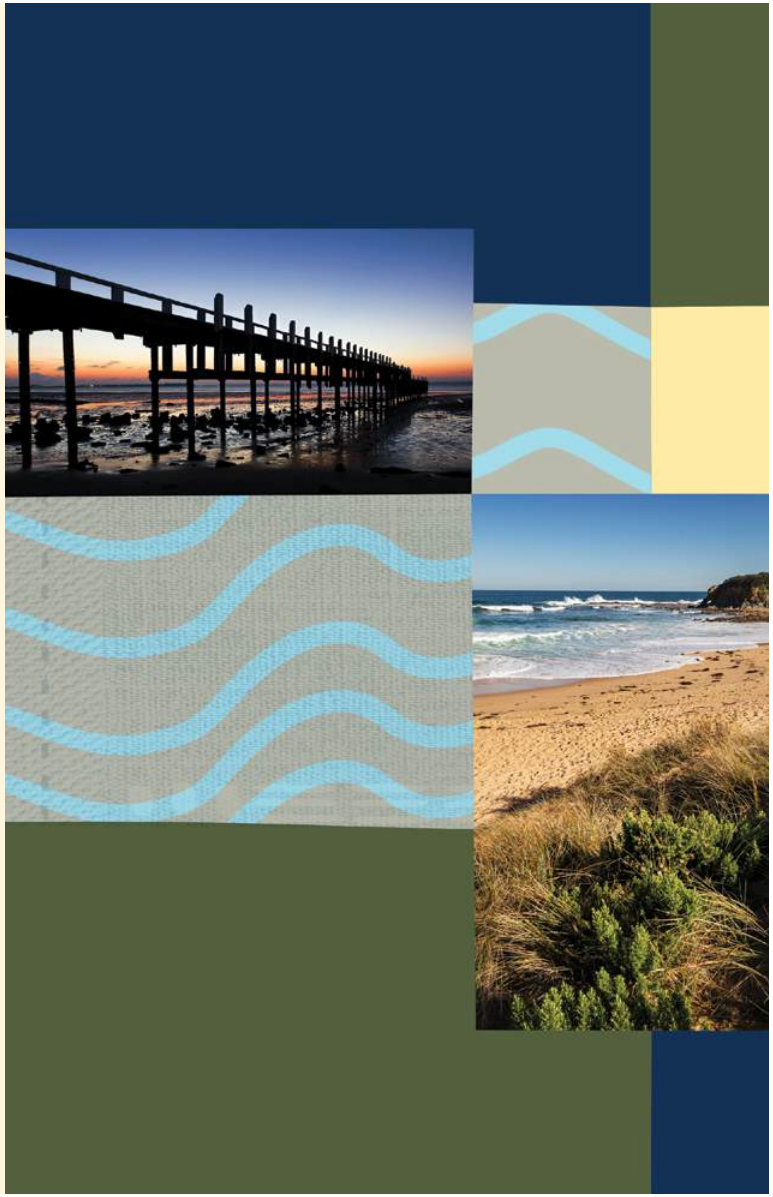

Communications,
Engagement
& Advocacy
Strategy
2026-2029
BASS
COAST

Acknowledgement of Country

Bass Coast Shire Council acknowledges the Bunurong as the Traditional Owners and Custodians of the lands and waters, and pays respect to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and Lore.

Bass Coast Shire Council celebrates the opportunity to embrace and empower the Aboriginal and/or Torres Strait Island Communities in their diversity.

Bass Coast Shire Council will create opportunities for future recognition and respectful partnerships that will honour the Traditional Owners and Custodians, and Aboriginal and/or Torres Strait Islander Peoples.



Bass Coast 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.



Diversity and Inclusion
Bass Coast Shire Council celebrates the diversity of our communities. We acknowledge and respect the skills, insights and life experiences of all community members irrespective of gender, ethnicity, ability, religious belief, sexuality or age.

Child Safe Statement
Bass Coast Shire Council is committed to child safety and wellbeing, actively working to prevent abuse by identifying and addressing risks early. This work is underpinned by Council's Child Safe Statement, which guides our commitment to ensuring the safety, inclusion and wellbeing of every child

Gender Impact Assessment
In accordance with the Gender Equality Act 2020, a Gender Impact Assessment was undertaken in developing this strategy, ensuring it reflects fairness, inclusivity and the diverse needs of our community.

Contents

Acknowledgement of Country....2
Bass Coast Community Vision 2045....3
Executive Summary....5
Connecting Communications, Engagement and Advocacy....6
Definitions....7
Bass Coast Integrated Planning and Reporting Framework....8
Successful initiatives from 2023-2026....9
Our Audiences....11
Current State....12
What's working well....12
The challenges....12
Our Communications, Advocacy and Engagement Principles....13
Communications Principles....14
How We Communicate....15
Engagement Principles....16
How We Engage....17
Advocacy Principles....18
How We Advocate....19
What we will do....21
Communications....21
Engagement....22
Advocacy....23



Executive Summary

This Communications, Engagement and Advocacy Strategy 2026–2029 sets out how Bass Coast Shire Council will communicate clearly with stakeholders, deliver meaningful engagement, and advocate for local priorities to deliver the Council Plan 2025–2029 and advance the Community Vision 2045.

Communications, engagement and advocacy are intrinsically linked and work together to achieve community outcomes. This strategy builds on our existing strengths and provides for new opportunities to evolve our approach while remaining adaptive and responsive to shifting public and political contexts.

Human Centred Design principles will underpin Council's communications, engagement and advocacy approach, helping ensure the way we communicate, involve and advocate for the community is shaped by people's needs, experiences and behaviours. This includes designing engagement processes that are accessible, inclusive and meaningful, using community insights to inform decisions, and continually improving how we connect with and respond to our stakeholders.

Aligned with Council's operating principle of being responsive, efficient, transparent and future-focused, this strategy supports Council's Strategic Objective of Visionary Leadership, particularly its priorities for the next 3 years:

- Driving innovation
- Effective communication and engagement
- Maximising alternative revenue
- Optimising partnerships
- Strong advocacy

This strategy has been developed with insights from:

- 'Towards a Better Bass Coast' engagement (July 2024 – May 2025)
- 2025 Annual Community Satisfaction Survey
- Sector benchmarking
- Community engagement

This strategy supports Council's commitment under the Local Government Act 2020 to transparency, community engagement and accountable decision-making.

Over the next four years, Council will:

- Improve clarity, accessibility and timeliness of information shared with the community
- Strengthen inclusive and purposeful engagement that demonstrably informs decisions
- Build coordinated, evidence-based advocacy that secures investment and policy outcomes for Bass Coast
- Enhance internal capability to deliver consistent and integrated communications, engagement and advocacy.

Success will be demonstrated through improved community understanding of Council decisions, sustained or increased community satisfaction, broader participation in engagement activities, and stronger advocacy outcomes aligned with community priorities.

This strategy positions communications, engagement and advocacy as core strategic functions that support better decisions, stronger relationships and improved outcomes for the communities of Bass Coast.

Connecting Communications, Engagement and Advocacy

Communications, engagement and advocacy are **deliberately integrated** to support better community outcomes.

Communications ensures that information that is important to the community is shared clearly, consistently and transparently.

Engagement helps us understand community priorities, values and lived experience.

Advocacy then uses this evidence and community voice to influence decision makers and secure outcomes for Bass Coast.





Together, these functions create a continuous cycle:

- **We listen** to understand community perspectives.
- **We communicate** to inform and build understanding.
- **We advocate** to achieve outcomes aligned with community priorities.

This integrated approach ensures that what we say, what we hear, and what we advocate for are aligned, strengthening trust with our community and increasing our impact with government and partners.

In practice, this means every major initiative will consider:

- **how we inform** (communications)
- **how we involve** (engagement)
- **and how we influence** (advocacy)

as part of a single, coordinated approach rather than separate activities.

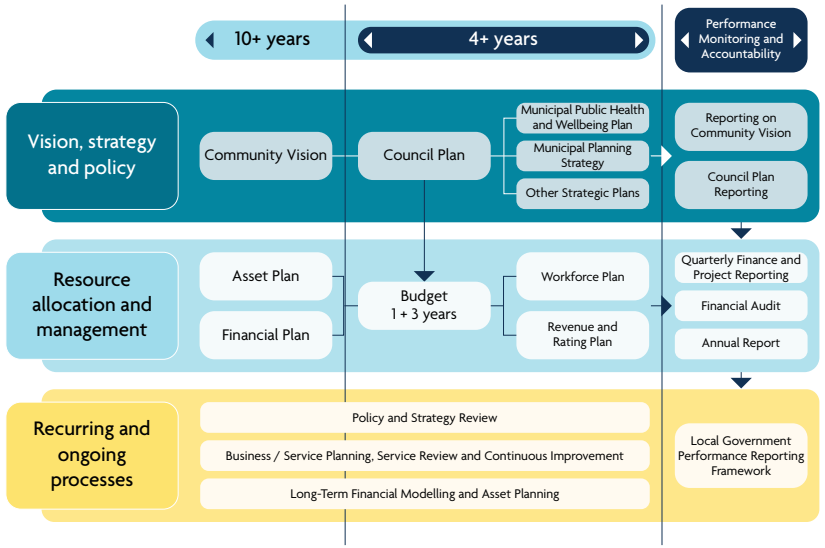
Definitions

Communications	How Council provides clear, timely and accessible information to the community, stakeholders and partners.
Engagement	How Council listens to, involves and collaborates with the community to inform policies, projects and decision-making.
Advocacy	How Council works to influence external decision-makers, including State and Federal government and partner organisations, to achieve outcomes that benefit the communities of Bass Coast.
Stakeholders	Individuals, groups or organisations with an interest in, or affected by, Council decisions, services or initiatives.

An Integrated Approach to Communications, Engagement and Advocacy



Bass Coast Integrated Planning and Reporting Framework



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Council's Integrated Planning and Reporting Framework guides Council's planning in accordance with the Local Government Act 2020.

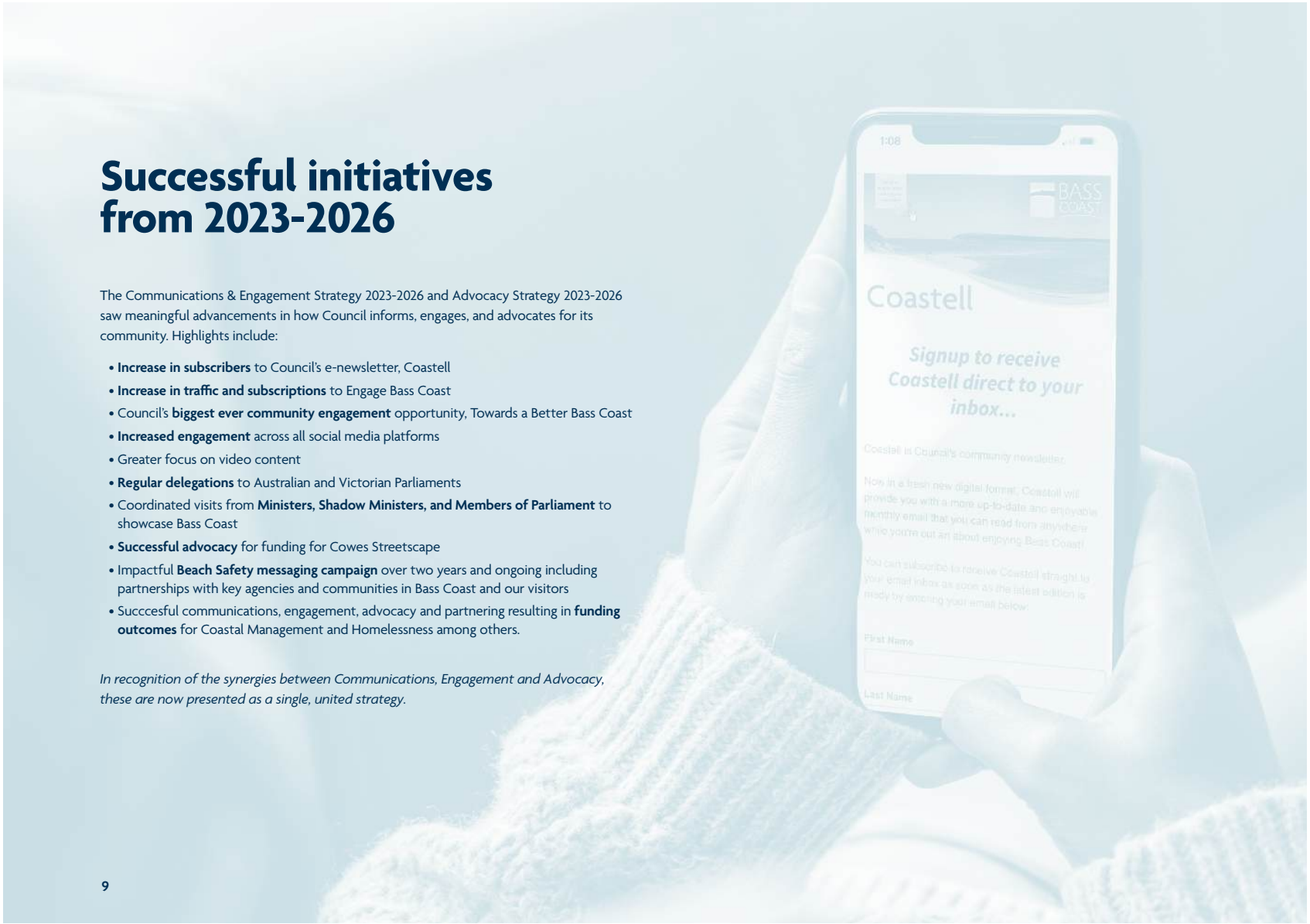
It outlines how the Community Vision will be delivered through the Council Plan, the Annual Budget and other key Council plans and strategies. It also includes how reporting is undertaken to ensure accountability and transparency on Council's progress towards achieving the aspirations set in the Community Vision.

Successful initiatives from 2023-2026

The Communications & Engagement Strategy 2023-2026 and Advocacy Strategy 2023-2026 saw meaningful advancements in how Council informs, engages, and advocates for its community. Highlights include:

- **Increase in subscribers** to Council's e-newsletter, Coastell
- **Increase in traffic and subscriptions** to Engage Bass Coast
- Council's **biggest ever community engagement** opportunity, Towards a Better Bass Coast
- **Increased engagement** across all social media platforms
- Greater focus on video content
- **Regular delegations** to Australian and Victorian Parliaments
- Coordinated visits from **Ministers, Shadow Ministers, and Members of Parliament** to showcase Bass Coast
- **Successful advocacy** for funding for Cowes Streetscape
- Impactful **Beach Safety messaging campaign** over two years and ongoing including partnerships with key agencies and communities in Bass Coast and our visitors
- Succesful communications, engagement, advocacy and partnering resulting in **funding outcomes** for Coastal Management and Homelessness among others.

In recognition of the synergies between Communications, Engagement and Advocacy, these are now presented as a single, united strategy.




Some of our successful initiatives...
VICTORIAN TOP TOURISM TOWN
TINY TOWN FINALIST 2025
2024 Federal Advocacy Priorities
Bass Coast Shire Council
BASS COAST
Help shape a better Bass Coast
a Phillip Island classic is under threat
SAVE OUR MOTO GP!


Our Audiences
Residents and ratepayers
Young people, families and older residents
Volunteers, sporting and community groups
First Persons Communities
Visitors and tourists
Local businesses and traders
Developers, industry and investors
Councillors and Council staff
State and Federal Government
Community partners and agencies
Local, regional and metro media
Advocacy Bodies
11

Current State

What's working well

- Bass Coast Shire Council has performed above the Victorian average for Large Rural Shires for community satisfaction with communications and engagement.[1]
- Council's online engagement platform, Engage Bass Coast, was established in 2022 and has grown to 2860 registered users.
- Council's social media channels enjoy a high rate of engagement, with roughly a third of the Bass Coast population following Council on social media.
- Strong internal capacity with engagement champions embedded within teams.
- Council enjoys strong relationships with elected representatives at both State and Federal level, including Ministers and Shadow Ministers, and regularly engages with relevant departments.
- Collaboratively responding to emerging priorities, for example, leading regional advocacy for the retention of the MotoGP– we act when we hear.
- An aligned communication, engagement and advocacy approach which ensures consistency between what we say, what we hear and what we advocate for on behalf of our communities.

The challenges

- Erosion of trust through misinformation and disinformation. Misinformation can be shared inadvertently; disinformation is deliberately spread to cause confusion and undermine trust in governments or institutions.[2]
- Bass Coast's population swells over peak tourism periods, bringing visitors to our community that are unfamiliar with Council's existing communication channels.
- Our changing and diverse communities have different preferences for how they want to engage with and receive information from Council.
- Online platforms are continuously changing and are vastly different to how they functioned in the previous iteration of Council's Communication and Engagement Strategy. It is likely that the platforms will further evolve during the lifetime of this strategy, requiring Council to adapt.
- Financial sustainability indicators are tending down across Victorian Councils.[3] This means that the advocacy market is more crowded as Councils compete for funding commitments and grants.
- An increasingly financially constrained environment makes it more challenging for Council to deliver projects and services that meet the expectations of its communities.

[1] Community Satisfaction Survey 2025 – Bass Coast Shire Council
[2] Australian Code of Practice of Practice on Disinformation and Misinformation.
[3] Financial Management of Local Councils – VAGO Independent assurance report to Parliament 2025

Our Communications, Advocacy and Engagement Principles

This framework outlines a consistent, end-to-end approach to how we plan, deliver and strengthen our Communications, Engagement and Advocacy work. Built around six clear stages — **Define, Design, Deliver, Review, Report and Refine** — it ensures we are grounded in community needs, aligned with organisational priorities, and deliberate in how we connect, engage and advocate. By taking a coordinated approach, we can deliver clear messaging, meaningful engagement and targeted advocacy, while continuously learning from outcomes and feedback.

This cycle supports better decision making, builds trust with our community, and ensures our work remains responsive, effective and fit for purpose over time.

Define	Understand the issue, context and desired outcomes by identifying community needs, organisational priorities and advocacy opportunities.
Design	Plan a coordinated approach that brings together engagement, communications and advocacy — selecting the right methods, messages and timing to reach the right people.
Deliver	Implement the plan through targeted engagement activities, selecting the right methods, messages, partners and timing to reach the right people.
Review	Monitor progress and participation, capturing feedback, insights and emerging issues throughout delivery.
Report	Share outcomes, insights and impact with decision-makers, stakeholders partners and the community to build transparency and trust.
Refine	Apply learnings to continuously improve future engagement, communications and advocacy approaches, ensuring they remain effective, relevant and community-informed.

Communications Principles

Our communities expects communication that is clear, accessible and transparent, and available in the places they already go to for information. They want to feel confident that they can quickly understand what Council is doing, why decisions are being made, and how those decisions may affect them.

They have also told us they value communication that is clear, timely and transparent, helping them stay informed about projects, services, opportunities and issues across Bass Coast. Community members want information presented in plain language, without unnecessary complexity, and delivered through a mix of digital and traditional channels so it reaches people of different ages, abilities and levels of digital access.

Importantly, our communities want to see the positive work happening across our region, understand how Council is investing in their community, and feel a sense of connection and pride in where they live.

In response, Council's communication approach will prioritise clarity, accessibility, transparency and reach, ensuring information is delivered in ways that are inclusive, consistent and easy for our community to engage with.

Transparent	We explain decisions and constraints so our communities understands what Council is doing and why.
Timely	We lead the conversation by communicating early and proactively, ensuring our community hears our story first where possible. We respond in good time.
Informative	Ensuring our community knows about the services, projects, decisions and opportunities that affect them.
Reach	We use accessible and inclusive communication channels to connect with the broadest possible cross-section of the community.
Accuracy	We provide reliable and up-to-date information people can trust.
Civic Pride	We celebrate our people, places and achievements to strengthen community connection and pride in Bass Coast.
Customer at Centre	We design our information and services with accessibility and user experience in mind.
Innovative	We embrace new and innovative approaches to communication to improve how we connect with our community.

COMMUNICATE

How We Communicate

Council's communications are delivered across a mix of owned, earned and digital channels, ensuring information reaches the broadest cross-section of our community. Our approach is guided by a commitment to clarity, timeliness and accessibility, and is designed to meet people where they already are.

Council follows a consistent approach to communications planning, ensuring messages are clear, coordinated and connected to broader strategic objectives.

We commit to follow best practice and support 6 stages to define, design and deliver Council communications:

Define	Identify the communications purpose, audience and key messages for each initiative
Design	Select the most effective channels and formats for the audience, including accessible and non-digital options where needed
Deliver	Publish and distribute content that is accurate, plain language and on brand, ensuring alignment across teams
Review	Monitor community response and feedback across channels
Report	Track reach, engagement and overall effectiveness
Refine	Apply insights and learnings to strengthen future communications

Effective communications is a shared responsibility. The Communications team provides guidance, tools and templates to support all areas of Council to communicate consistently and confidently.

15



Engagement Principles

Engagement is not just about gathering feedback. Engagement is a strategic function that improves decision-making, strengthens community trust and supports effective advocacy. Council engages to understand community perspectives and ensure decisions are informed by lived experience and local knowledge.

By engaging early and meaningfully, we ensure community perspectives are understood, considered and embedded, positioning Council to make decisions with community front of mind and advocate with confidence and credibility.

Our community has told us they want to be heard, to understand how their input is used, and to see the impact of their contribution. They value engagement that is genuine, inclusive and transparent, and that is clear about what can be influenced and how feedback will be used.

In response, Council's engagement approach will prioritise authenticity, clarity and impact ensuring our engagement is purposeful, inclusive and clearly connected to decision-making.

Purposeful	We engage with clear intent, ensuring every consultation has a defined purpose and a genuine opportunity for community to influence outcomes.
Transparent	We are open about what is being asked, what can be influenced, what cannot and how decisions will be made.
Inclusive	We create opportunities for a diverse range of voices to be heard, with a focus on reaching under-represented and harder to reach community members.
Respectful	We value the time, input and lived experience of our community, ensuring engagement is safe, considered and accessible.
Impactful	We use community input to inform decisions and clearly demonstrate how feedback has shaped outcomes.
Coordinated	We plan and deliver engagement across Council in a consistent and intentional way, reducing duplication and avoiding engagement fatigue.
Connected	We ensure engagement insights are shared across Council and used to inform communications, advocacy and future planning
Adaptive	We will try new approaches, learning from each engagement and continuously improving how we connect with our community.

How We Engage

Council follows a structured approach to engagement, ensuring consistency and best practice across all projects. This approach supports the full lifecycle of engagement from defining purpose through to reporting outcomes and applying insights.

We commit to follow best practice and support 6 stages to define, design and deliver public engagement:

Define	Identify the purpose of the engagement, what we already know, and where the community can influence outcomes
Design	Work with internal stakeholders to develop an appropriate, inclusive engagement approach
Deliver	Undertake genuine, inclusive and respectful engagement
Review	Analyse and interpret engagement data and insights
Report	Close the loop by sharing outcomes and demonstrating how feedback has been used
Refine	Apply insights to inform decision making and improve future engagement and communications



Advocacy Principles

Advocacy is how Council works to influence decision makers and secure outcomes that benefit the Bass Coast community.

Effective advocacy is both strategic and opportunistic. It requires us to be clear on our priorities, while also being ready to respond to emerging opportunities whether through government funding, policy shifts or election commitments.

Bass Coast brings a strong and united voice to advocacy. Councillors, officers and community all play a role in shaping and supporting our advocacy efforts. This shared commitment, combined with a genuine passion for our region, strengthens our ability to influence and achieve meaningful outcomes.

While we work together, effective advocacy requires clearly defined roles. Councillors provide leadership as elected representatives and community advocates. Council officers coordinate advocacy activity, provide evidence and maintain strategic relationships. Community and partners contribute local voice and legitimacy, strengthening Council's advocacy case.

Our advocacy is most effective when it is coordinated across communications, engagement and advocacy ensuring we are building awareness, capturing community voice and presenting a strong, evidence-based case to decision makers. This approach ensures Council's advocacy remains focused, evidence-based and aligned with community priorities while maintaining flexibility to respond to emerging opportunities and changing government contexts.

Strategic	Focussing our efforts on clearly defined priorities that align with Council's strategic direction and community need, ensuring our advocacy is targeted and purposeful.
Opportunity Led	Ready to act when opportunities arise aligning our advocacy with government priorities, funding cycles and decision-making moments to maximise impact.
Community Informed	Our advocacy reflects the voices, experiences and priorities of our community.
Coordinated	We take an integrated approach across communications, engagement and advocacy, ensuring our efforts are aligned, visible and positioned for impact.
Elevated	Actively raising the profile of Bass Coast, ensuring our priorities are well known, clearly understood and front of mind for decision makers.
Evidence Based	We advocate with confidence, using data, local insight and community input to support a compelling and credible case.
Adaptive	Remaining responsive to emerging issues and shifting contexts, ensuring we are ready to act when opportunities arise.
Outcome Focused	We are focused on securing meaningful outcomes for community and continuously improving our advocacy based on outcomes and results.

How We Advocate

Council's advocacy is guided by Council endorsed Advocacy Priorities, which are aligned to the Council Plan to reflect community need, strategic direction and opportunity. These priorities are structured across two tiers:

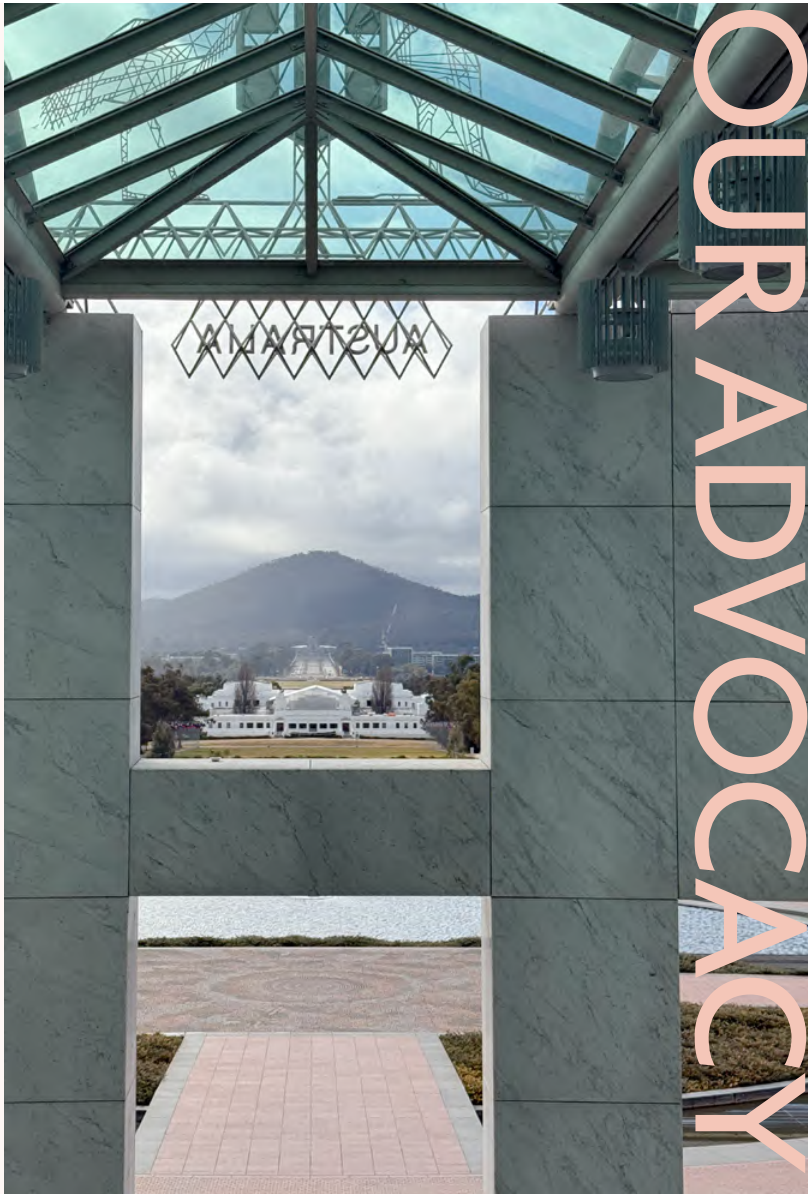
Tier 1 priorities represent Council's highest advocacy focus. These are significant, strategic projects that are resourced accordingly and supported by detailed advocacy plans. These plans take a coordinated approach across communications, engagement and advocacy to maximise visibility, support and impact.

Tier 2 priorities represent important areas of advocacy that are progressed as opportunities arise, ensuring Council remains responsive and able to advocate across a broad range of community needs.

Where new advocacy priorities are identified, including those raised by Councillors, these will be progressed through appropriate Council processes (such as Notice of Motion or formal briefings) and considered through Council's advocacy framework to support an evidence based, community aligned and broadly endorsed approach.

This approach keeps Council's advocacy focused, coordinated and positioned to deliver the greatest impact for the Bass Coast community while still allowing a timely response to emerging opportunities.

Advocacy priorities are reviewed and refreshed over time to ensure they remain relevant, achievable and best represent the needs of our community.



How We Advocate

We commit to follow best practice and support 6 stages to define, design and deliver our advocacy work:

Define	Identify the issue, clarify the advocacy ask, and assess priority using agreed tools
Design	Tailor strategies and tactics to the initiative, including phase and tone
Deliver	Implement advocacy actions, aligning efforts and responding to changing circumstances
Review	Monitor progress, context and effectiveness, adapting approach as needed
Report	Provide regular updates through quarterly reporting and the Annual Action Plan
Refine	Evaluate outcomes annually to strengthen future advocacy and ensure accountability



COMMUNICATE

What we will do

Priority	Action	2026	2027	2028	2029
Effective communication and engagement	Review and update Council's Social Media Policy		•		
	Review all content on Council's website to ensure it is current, transparent and written in accessible language	•		•	
	Partner with teams to simplify complex and technical information to ensure our communications are easy to understand for our communities	•	•	•	•
	Deliver a new Bass Coast Shire Council website	•			
	Ensure policy positions and long documents of community interest are summarised with accessible website content		•	•	•
	Deliver media and social media training for Councillors		•	•	•
	Implement new ways for Council to inform community of decisions made in Chamber		•		
	Partner with internal project delivery teams to ensure a consistent and informative approach to how we communicate projects		•		
Driving Innovation	Increase internal communications to ensure alignment across Council operations	•			
	Refresh Council's intranet to ensure internal information is clear and accessible and support operational efficiencies		•		
	Review and explore tactics to support communication of seasonal and emergency messaging to visitors of Bass Coast		•		
	Explore development of a sub-brand focusing on lifestyle, culture, advocacy, economic development and investment, distinct from core corporate communications		•		

How we will measure our impact

Strategic indicators will be reported annually in the Bass Coast Shire Council Annual Report.

Indicator of success	Baseline	Target	Data source
Community satisfaction with informing community	TBD 2026	Maintain or increase	Customer Satisfaction Survey
Grow digital newsletter subscribers	1155 subscribers	Increase	Internal Data
Grow reach across social media platforms	1.9 million views for last 12 months	Increase	Internal Data
Website unique visits	642k unique visits	Increase	Internal Data

HOW WE ENGAGE

What we will do

Outcome	Action	2026	2027	2028	2029
Effective communication and engagement	Review and update Council's Community Engagement Policy	•			
	Review all content on Engage Bass Coast to ensure it is current, transparent and written in accessible language		•		
	Increase internal engagement capability through internal communication, staff toolkits and re-establishment of an internal engagement network		•		
	Clearly articulate to community how their feedback has influenced a project, service or program	•	•	•	•
	Undertake a desktop review of best practice approaches to better engage under-represented groups		•		
	Encourage and support Councillors to engage with their communities directly	•			
	Co-design deliberative engagement to inform the next Council Plan			•	
Driving Innovation	Develop methods to capture community sentiment outside of formal project engagements		•		

How we will measure our impact

Strategic indicators will be reported annually in the Bass Coast Shire Council Annual Report.

Indicator of success	Baseline	Target	Data source
Community satisfaction with our consultation and engagement	51	Maintain or increase	Customer Satisfaction Survey
Visits to Engage Bass Coast website	94,707	Increase	Internal Data
Subscribers to Engage Bass Coast website	2860	Increase	Internal Data

What we will do

Outcome	Action	2026	2027	2028	2029
Optimising partnerships	Take an active role in sector and regional advocacy forums to strengthen relationships and ensure Bass Coast is well represented	•	•	•	•
	Develop a simple advocacy toolkit to support community and partners to advocate alongside Council		•		
Strong advocacy	Build internal advocacy capability through clear communication, practical tools and cross-Council working groups		•		
	Following the development of the Council Plan, Develop and implement Councillor-endorsed advocacy priorities, supported by clear action plans	•			•
	Respond to emerging advocacy priorities as they arise, utilising the advocacy framework to determine hierarchy and appropriate treatments	•	•	•	•
	Review advocacy priorities annually to ensure they remain relevant and effective		•	•	•
Maximising alternative revenue	Identify grant opportunities that support Council's advocacy priorities, and support timely, evidence-based applications	•	•	•	•
	Strengthen internal capability in grant identification and application development		•		
Driving Innovation	Develop and trial digital advocacy tools to improve how decision-makers and community engage with Council prioritiess	•	•	•	•

How we will measure our impact

Strategic indicators will be reported annually in the Bass Coast Shire Council Annual Report.

Indicator of success	Baseline	Target	Data source
Community satisfaction with lobbying on behalf of community	TBD 2026	Maintain or increase	Customer Satisfaction Survey
Annual Partner Satisfaction Survey	TBD 2026	Maintain or increase	Internal Data

Communications, Engagement and Advocacy Strategy

Engagement Summary Report

Contents

Executive Summary 3
Overview 3
Engagement Activities and Promotion 3
Community Consultation 5
Objectives of Community Consultation 5
Engagement 6
Online Survey 6
When you are looking for information about Council, how do you currently find out information about Bass Coast Shire Council? 6
What channels do you find are the most effective way for you to receive information about Bass Coast Shire Council (please select 3). 7
What topics do you like to receive information about from Council? Please rank from most important to least important. 8
Are there any other topics you like to receive information about that weren't listed? 8
To what degree do you trust the information provided by Council? 9
Have you participated in community engagement/provided feedback to Council in the past? 9
What helps you to participate and get involved in the issues that matter to you? 9
What are the barriers you face to participating in community engagement opportunities? 10
How do you prefer to have your say on issues that are important to you? 11
When do you like to participate in face-to-face engagement opportunities? 12
How would you like to be informed about upcoming engagement opportunities? 13
Which community locations? 13
Are you aware of Council's advocacy priorities and approach? 14
Do you advocate on behalf of your community? 14
What would support the advocacy efforts of you or others in the community? 15

Is there any other feedback you would like to provide about the Communications, Engagement and Advocacy Strategy? 15

Where do you live? 16

Pop-up session's summary 17

Executive Summary

Overview

The Communications, Engagement and Advocacy Strategy 2026-2029 will set out how we will communicate clearly with stakeholders, foster meaningful engagement and advocate for local priorities to deliver the Council Plan 2025-2029 and advance the Community Vision 2045.

Good communication, meaningful engagement and strong advocacy all play an important role in how we work with our community. Clear communication helps people easily find the information they need, understand what's happening, and feel confident they're being kept in the loop. It could be the content on our website, the news in the local newspaper even our social media channels.

Community engagement is involving people in decisions that impact them. Quality engagement creates real opportunities for people to share their ideas, experiences and local knowledge - helping Council make more informed, community-centred decisions.

Advocacy adds another important layer. By understanding community needs and priorities, Council can speak up on behalf of Bass Coast and work with other levels of government and partners to deliver better outcomes.

This Strategy brings together the previous Communications and Engagement Strategy 2023-2026 and Advocacy Strategy 2023-2026, recognising the inter-connected role the functions play.

Engagement Activities and Promotion

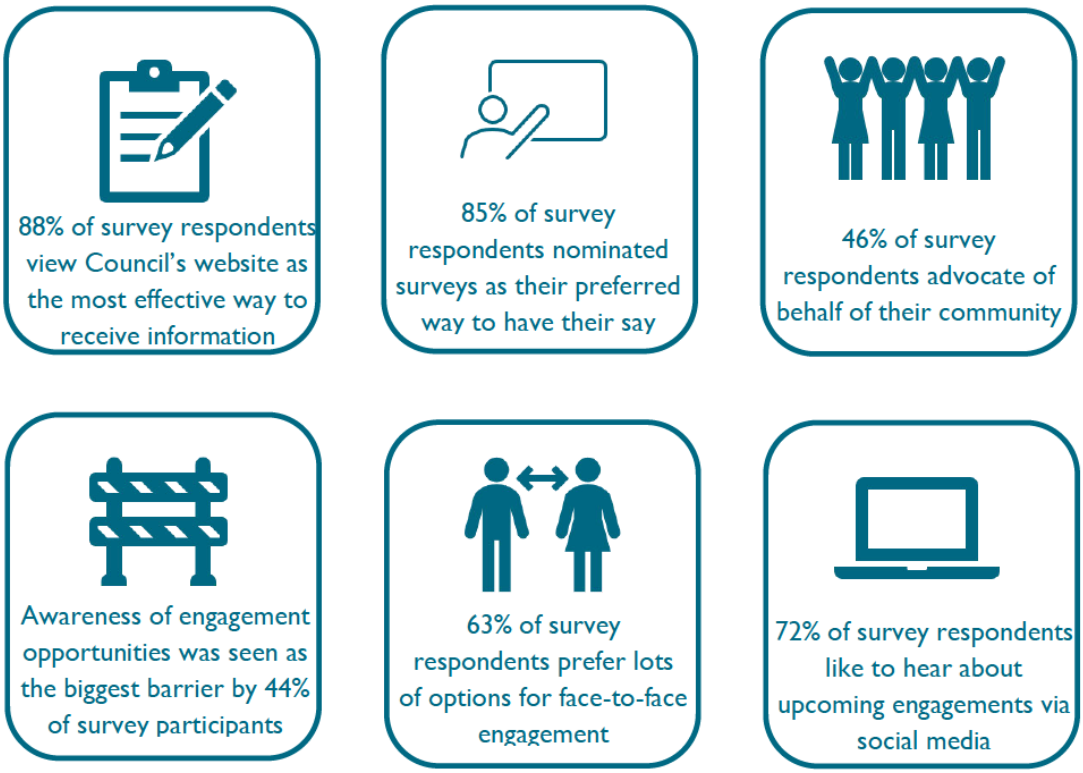
Council utilised the Engage Bass Coast online platform to capture community feedback. Officers were also out in the community at 3 community events across the Shire. Promotion and pop-up sessions were combined with engagement for Council's new website to combine resources and reduce engagement fatigue.

- **28** submissions to online survey
- **65** pop-up engagement contributions
- **109** visitors to the Engage Bass Coast project site

Engagement methods included:

- Coastell 31 March Newsletter sent to **1155** community members
- Engage email sent to **1,355** community members
- Social media posts with a total of **8,829** Facebook and 1**896** Instagram views
- Media Release on Council website

Key Findings



Community Consultation

Between 5 March and 5 April 2026, Council engaged community members from across the shire to seek feedback on how they prefer to stay informed, how they like to have their say on issues that are important to them and how they would like us to use our voice to speak up for them. This feedback will be used to draft a new Communications, Engagement and Advocacy Strategy.

Objectives of Community Consultation

Table 1: objectives of the engagement and measures/actions for success

Objectives	Measures and actions for success
Comply with Local Gov Act 2020 requirements	Ensure all correct processes are followed, Engagement Plan and delivery is thorough and detailed, and engagement approach is inclusive and fair. IAP2 spectrum framework is applied. Approach aligns with Bass Coast Engagement Policy and principles.
Open and transparent community engagement.	Provide community with specific and clear information on what they can and can't influence. Publish a summary report of engagement outlining what Council heard from community and how the feedback was used in the final decision-making.
Ensure a diverse cohort of community members are notified of the consultation opportunity	Engagement information is promoted to the wider community though usual channels such as media release, Engage Bass Coast, Coastell e-Newsletter and social media channels.

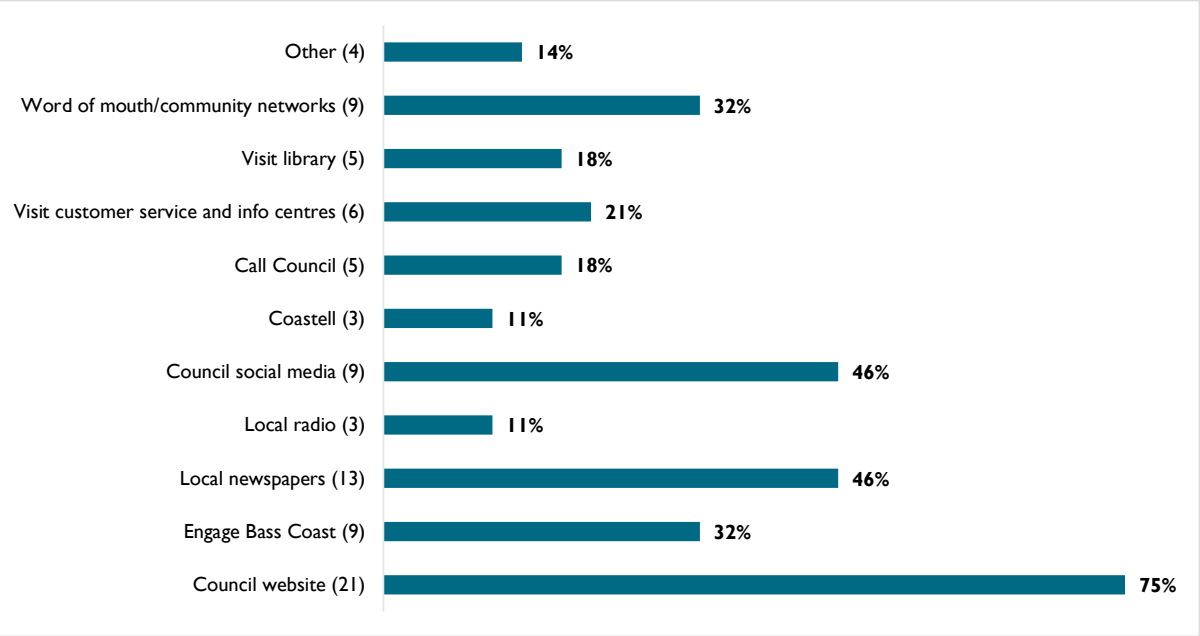
Engagement

Online Survey

When you are looking for information about Council, how do you currently find out information about Bass Coast Shire Council?

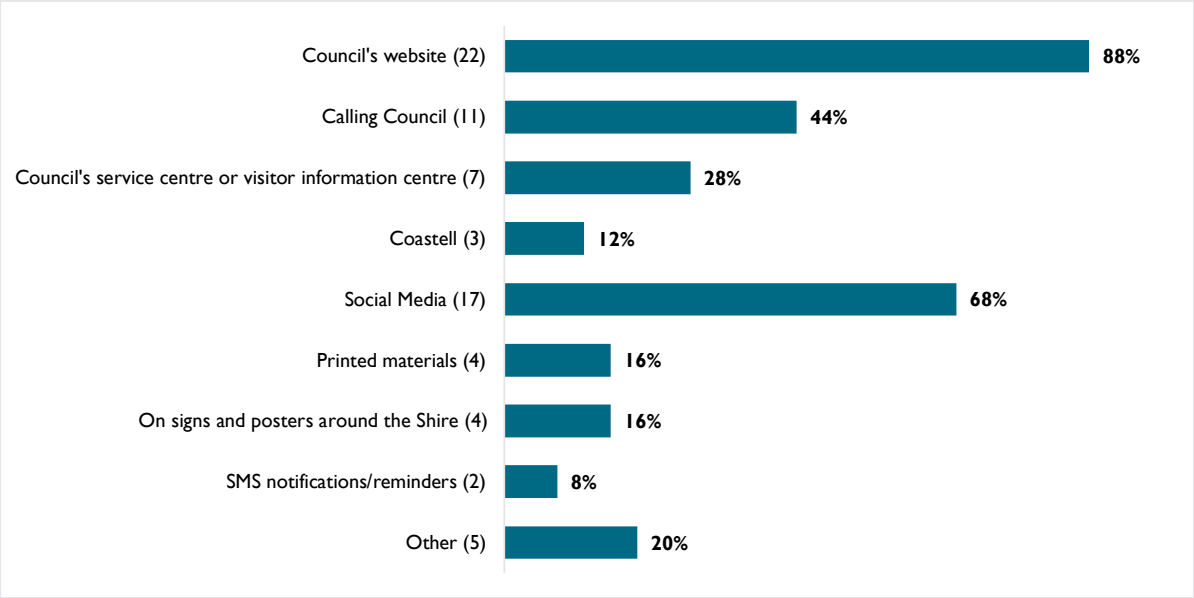
75% of respondents (21) reported visiting Council's website when looking for information about Council. The next most common responses were Council's social media channels and local newspapers both 46% (9). 'Other' responses included:

- At construction sites
- Contact officers directly
- Email queries
- Facebook and email



What channels do you find are the most effective way for you to receive information about Bass Coast Shire Council (please select 3).

The majority (88%) of respondents find Council's website the most effective way to receive information



. 'Other' suggestions included:

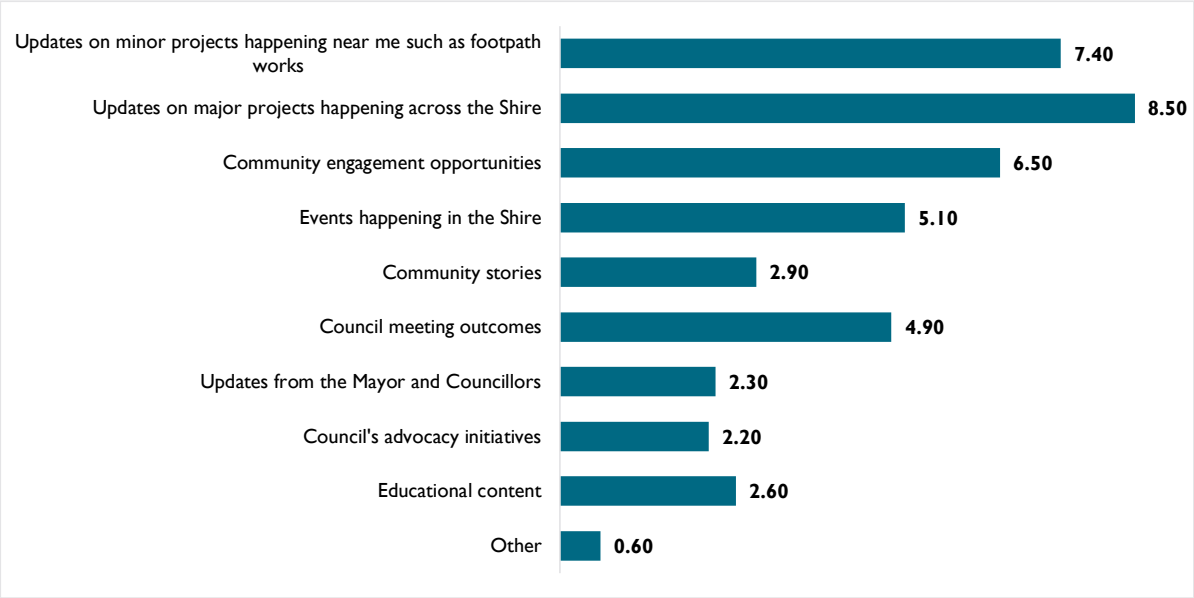
- Engage Bass Coast
- Social media
- Local newspapers
- Email
- Website

Those who selected 'Social Media Channels' were then asked to select which channels. Facebook 94% was the most popular followed by Instagram 53% and LinkedIn (6%).
'Other' suggestions included:

- More frequent Instagram posts

What topics do you like to receive information about from Council? Please rank from most important to least important.

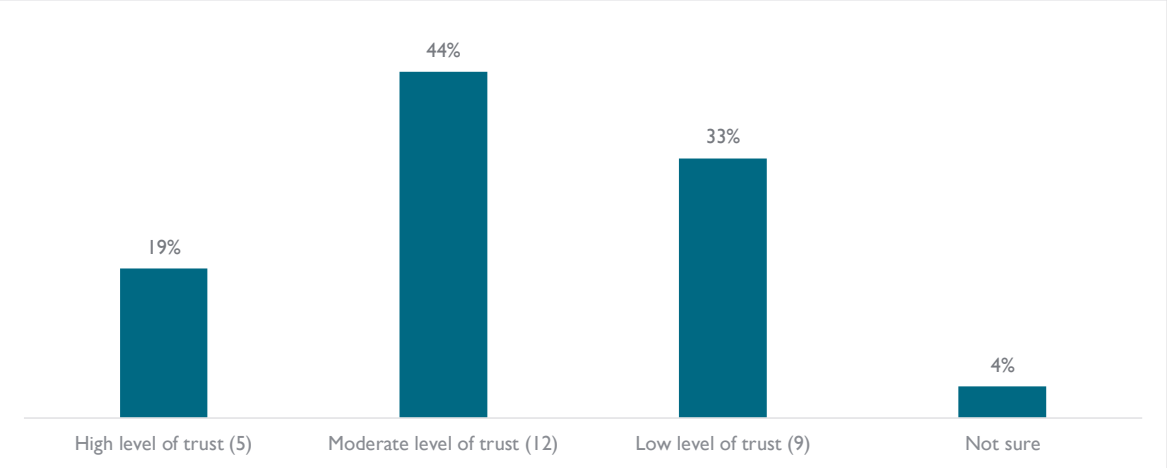
Results are presented as a score, with a higher number representing a higher response count and position choice. Updates on major projects happening across the Shire was the most popular option.



Are there any other topics you like to receive information about that weren't listed?

- Changes to current Policies
- Updates on new developments (Wonthaggi North)
- Clearer signs on work sites (pictures, less jargon)
- How rates are spent
- Successful outcomes of community engagement
- Better communication about status of projects which may reduce community criticism
- (explain if things take longer than usual – why),
- process (eg. how funding works – what it can be spent on
- Finished projects
- Urgent or emergency actions Council can implement in this current climate
- Anti-corruption news and updates
- Sustainable events

To what degree do you trust the information provided by Council?



Have you participated in community engagement/provided feedback to Council in the past?

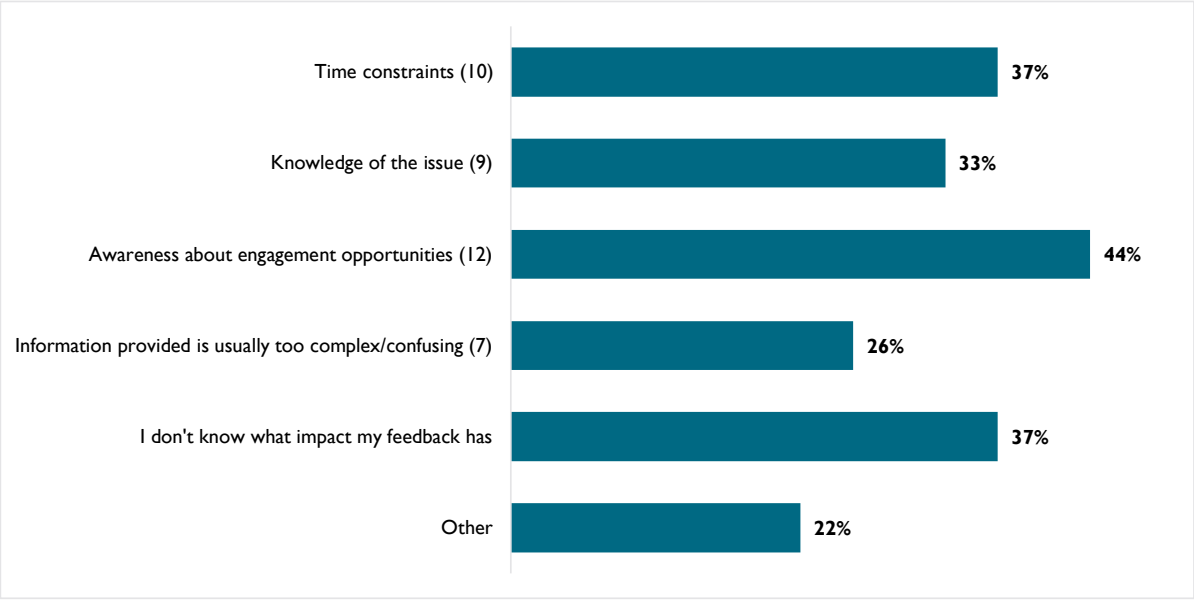
- Yes 85% - 22
- No 12% - 3
- I have seen engagement opportunities but haven't participated 4% - 1

What helps you to participate and get involved in the issues that matter to you?

I pay high rates and expect to be informed of changes to policies that affect my living conditions ie environmental issues, new roads, dust on roads by trucks etc
Hearing about them
A variety of ways to engage depending on issue and topic, makes managing time to engage easier.
Being aware there are engagement opportunities. Social media is where I see opportunities but would also be great if they were emailed.
If I want change to happen, I have to be part of it.
If it's something I believe is common sense and community driven I get behind it .
Access. If i pick up the phone, staff may not know the answer to the question but direct the call to someone that does.
On engage website. Surveys.
That the actual feedback supplied is included based on previous experience this doesnt always happen
Clear info about the scope of the project.
Community meetings where people and council communicate openly not being dictated to by council The Engage search is pathetic.
Things that improve the area such as the environment, minorities groups, teenage people, families, rural small towns, food, farming, community emergency.
Social media. Council's webpages are next to useless and difficult to use. To me this appears to be a tactic used by council to obscure certain information.
When I see clear open and honest discussions on all topics with intelligent and logical decisions being the outcome

Sentenial newspaper weekly
If I know that the council actually listens. Sadly I think Bass Coast council are poor communicators and that it doesnt have good representation of the communities it services.
The delusion that you will actually start to provide appropriate services to rate paying residents instead of meeting the needs of tourists and creating environmental alarmism to deliver your agenda.
Sincere interest in what is happening in my local community
Easy to participate- clear what needs to be done to participate and how Easy to understand Email from engage bass coast Article in coastell Non-biased questions Drop in sessions to ask more questions

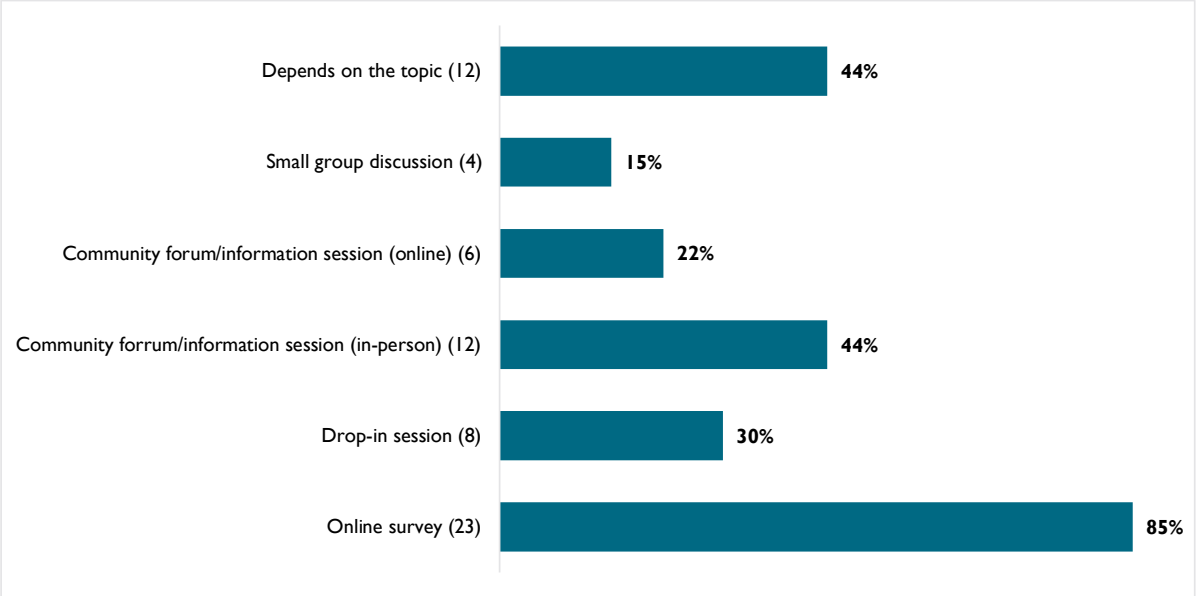
What are the barriers you face to participating in community engagement opportunities?



Other suggestions included:

Many are held during work hours which prevents those working full time to engage.
I have given feedback only to be told by a council officer that they disagree with my comment so basically tough luck, my view is not what council wants to hear.
The design of questionnaires are frequently biased and seek to reinforce bcsc positions on most issues rather than seeking genuine community input.
You do what you want regardless of community input.
Preconceived ideas which are then "consulted?" with the public are both a waste of time and money and insulting.
Not always good questions asked - not clear why asking and restrictions to answers

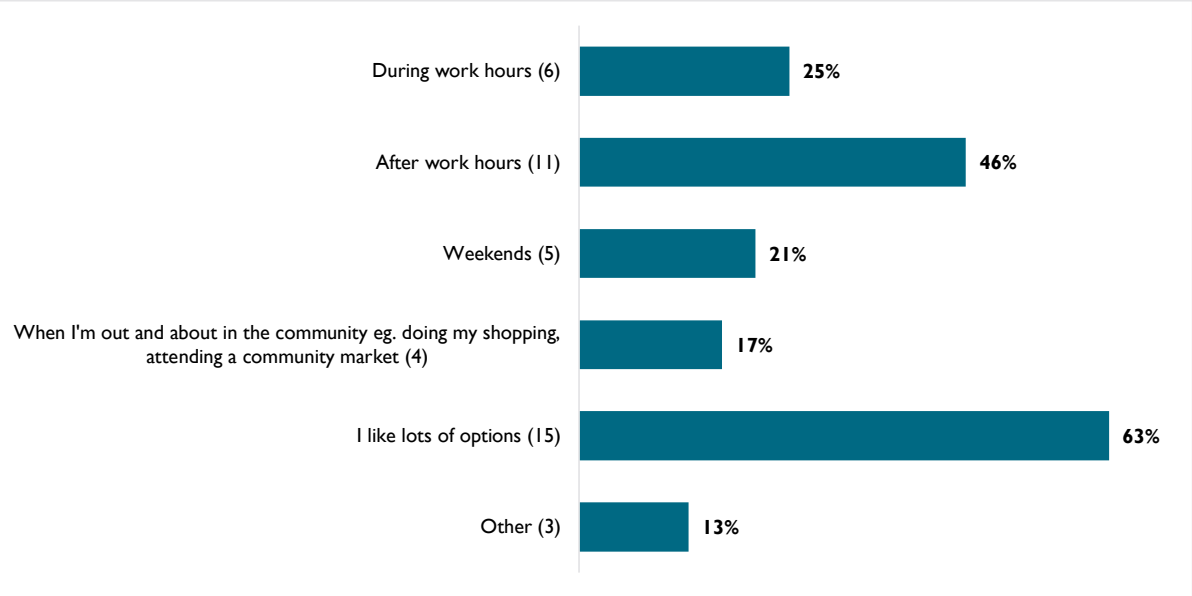
How do you prefer to have your say on issues that are important to you?



Other suggestions:

Direct email comment
Questions at council meetings which is generally a waste of time (which it shouldn't be) as ceo box always provides answers of little genuine value or openness. His answers are doublespeak and filibuster that fail to directly answer questions. Stop refusing to read out questions that might be uncomfortable for crs and the ceo to answer. Important questions that deserv responses are always hidden under the BS reason that the answer might embarrass someone. Crs frequently make bold statements that they need to be held accountable for in a public forum, then hide behind the "embarrassment" rule in meetings. [redacted] Not good enough.
Open ended questions[redacted] can elaborate on my answers and tell you things you haven't asked about. Where is it on this survey?

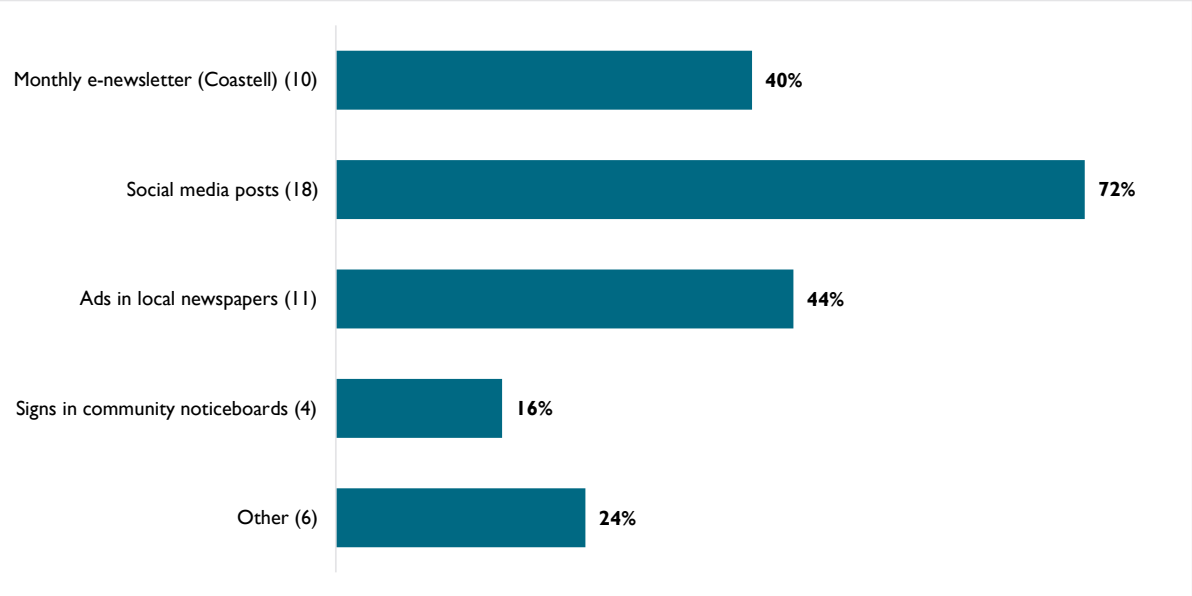
When do you like to participate in face-to-face engagement opportunities?



Other suggestions:

I prefer online
Whenever and wherever you can ask questions of crs and the ceo face to face and then discuss the responses. This NEVER happens
None

How would you like to be informed about upcoming engagement opportunities?



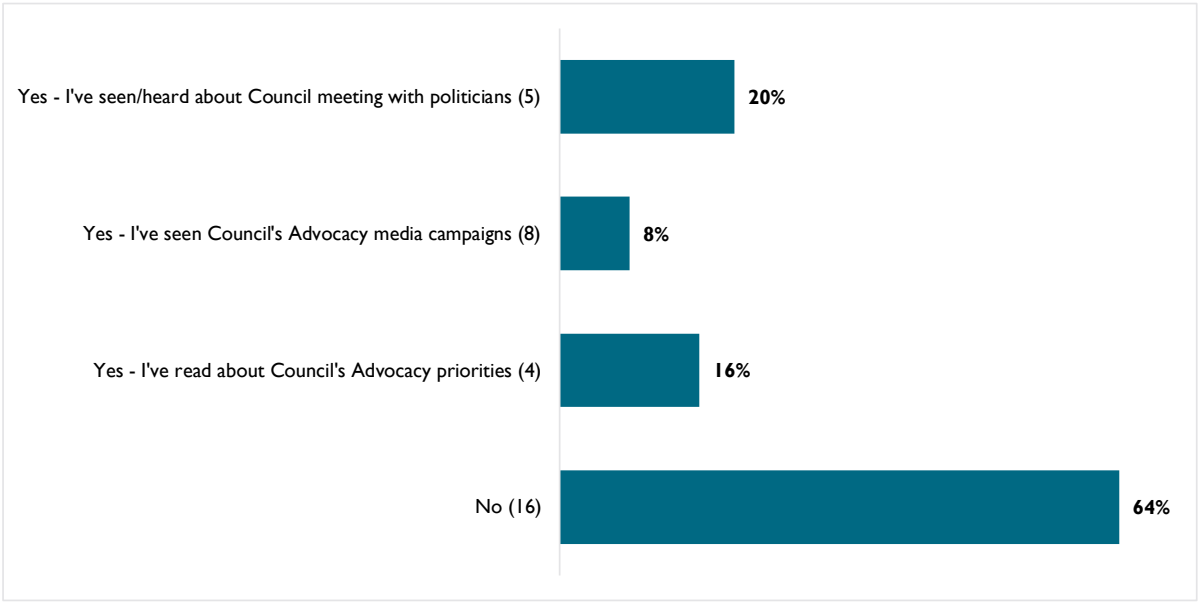
Other suggestions:

direct mail to letterbox
Engage BC emails
Email
email
Email or letter
Email from engage bass coast

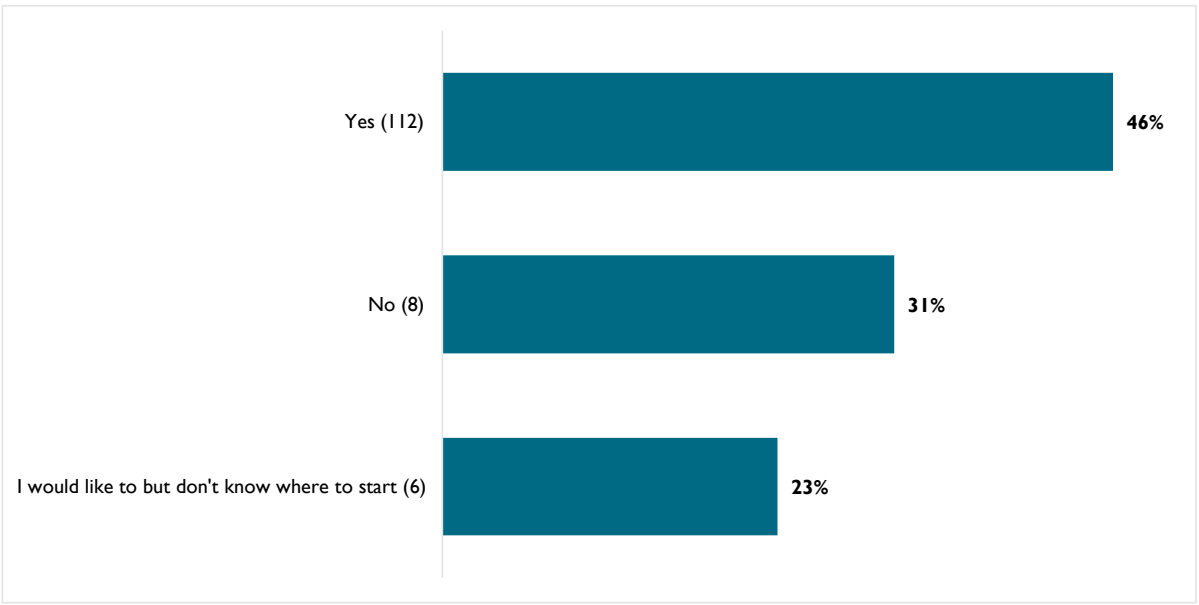
Which community locations?

Phillip island
San Remo

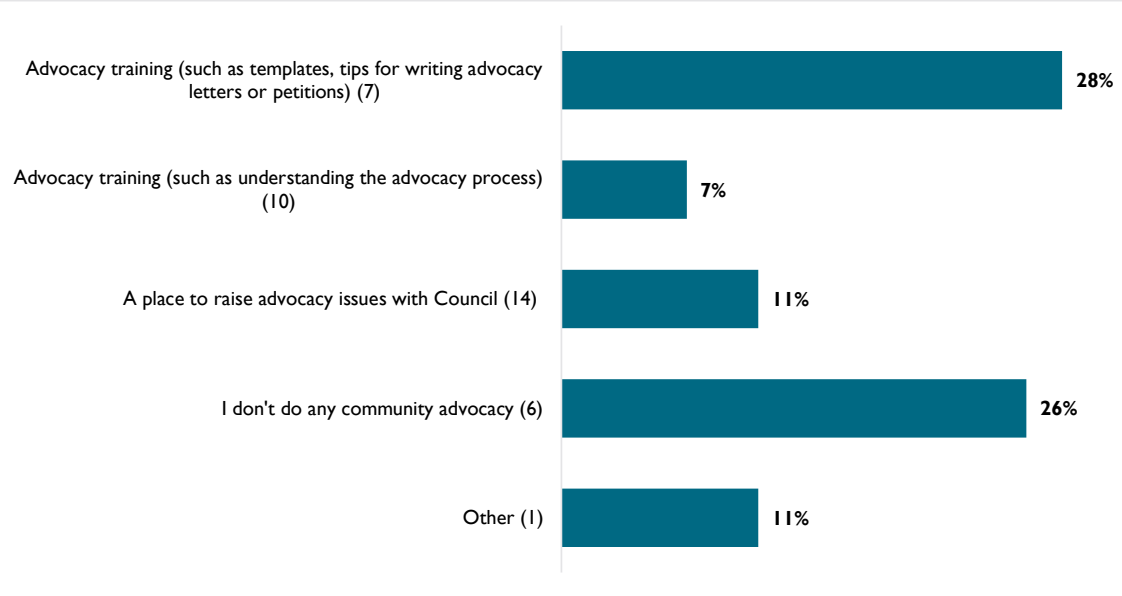
Are you aware of Council's advocacy priorities and approach?



Do you advocate on behalf of your community?



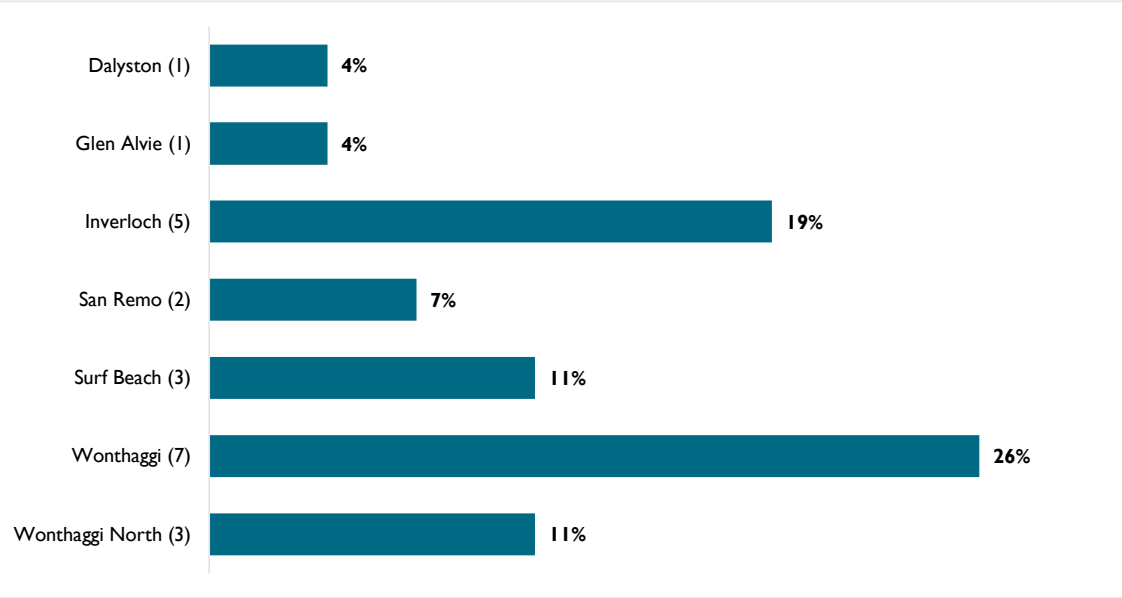
What would support the advocacy efforts of you or others in the community?



Is there any other feedback you would like to provide about the Communications, Engagement and Advocacy Strategy?

Answer questions to g seecouncil don't give us BS about everything instead of answering the question.
when I ring council with an enquiry I get three different answers from 3 different people. There a lack of communication at council or what?
Listening to what the majority of the community wants is how we should operate
No
Yes where do i find it as link didbt work
In think having the community also advocating for the same things as Council (pool, public transport) shows alignment. Some things like Dinosaur themed attractions the community dont care about... and aren't supporting the Council's effort, showing thr alignment.
Engagement is a fanciful when communicating with council. It is dictatorship.
It's time to provide honest and genuine answers to questions and inquiries in ALL formats. Answer emails promptly. Agree to meet with groups face-to-face.
No
Some transparency?
Forget the “spin”. Just present facts that stack up and are not contrived.

Where do you live?



Pop-up session's summary

Staff attended 3 community events (1 in each ward), discussing the projects with attendees to the events. Participants were asked the following 2 questions and asked to select up to 3 preferences for each.

- What information do you like to receive from Council?
- How do you browse Bass Coast? *What information do you access on Council's website?*

Participants were asked to select up to 3 preferences. Some participants provided feedback on both questions while others only provided feedback on one.

Approximate number of participants

- Bass Coast Sustainability Festival, Cowes: 30
- Corinella Community Market: 20
- Inverloch Community Market – Equinox Edition: 15

What information do you like to receive from Council?				
	Cowes	**Corinella**	**Inverloch**	**Total**
Updates on major projects happening across Bass Coast	15	3	6	**24**
Events happening in Bass Coast	11	4	7	**22**
Updates on minor projects happening near me such as footpath works	13	4	3	**20**
Community engagement opportunities	11	4	3	**18**
Educational content (waste, responsible pet ownership etc.)	4	4	2	**10**
Business/industry stories	4	2	1	**7**
Community stories	3	2	1	**6**
Council meeting outcomes	4	0	1	**5**
Advocacy	2	1	0	**3**
Updates from Mayor and Councillors	1	1	0	**2**
Other	2	3	1	**6**
Volunteering opportunities	2	2	0	**4**
Planning application notifications	0	1	0	**1**
Council Policies	0	0	1	**1**

What information do you like to receive from Council? ***How do you Browse Bass Coast?***				
	Cowes	**Corinella**	**Inverloch**	**Total**

Information about events in Bass Coast	13	7	13	**33**
Information about Council services	12	11	5	**28**
Information about Cinema and Cultural Events	7	6	5	**18**
Information about available jobs	2	3	4	**9**
Online payments (eg rates)	3	4	2	**9**
Community Engagement opportunities	4	3	1	**8**
Apply for permit/renew	1	3	3	**7**
Information about Councillors and Council meetings	4	1	0	**5**
Book a venue	2	0	0	**2**
Other				
Open planning applications in my area	3	1	1	**5**
Contacting Council (comments/local issues)	1	0	0	**1**
I don't use the website	0	4	2	**6**
Bins	0	2	2	**4**
What are the rules about…	0	2	0	**2**
Log a customer request/report an issue	0	2	0	**2**
Find contact details	0	1	0	**1**
Waste	0	1	0	**1**
What's near me	0	0	2	**2**
Council Policies	0	0	2	**2**

Additional feedback/observations

Cowes

- Want greater visual representation of Phillip Island (stories/information/events). Stemmed from initial request for Phillip Island to have their own Council.
- Would like to be better informed about what is coming up at Council Meetings - would be interested in seeing highlights shared on socials.
- Would like an easier way to report issues eg. if a tree is down.
- Better follow-up after engagement – want to know where projects (eg. Graydens Reserve) are at.
- Would like information to help people understand planning applications and VCAT processes. Would also like planning information to be easier to access on the website.
- Updates from Council meetings – eg. email (register).
- Council should share information with relevant groups so that they can share with their members/on their socials (eg. conservation society).
- Website – use it a lot and find it very useful. Glad it's being updated- have to drill down too far to find information at the moment.

Corinella

- Participants at Corinella commonly stated that they didn't use Council's website. When further prompted about how they find out information about Council, responses included: speaking with neighbours, visiting the community centre, speaking with Cr Thompson and keeping information while is mailed out such as the bin schedule.
- Some users visit the website with a general question but aren't sure what it's called or how to search for it (e.g. "What are the rules?" or "What do I do next?") particularly when they don't know the correct terminology (e.g. planning rules, permits, overlays).
- Elaborating on "updates on projects": interest in understanding longer-term plans for local areas beyond initial planning advertisements and approvals. Simple information about what is planned in their town over time (e.g. future infrastructure, renewals or changes), with noting a preference for maintaining the existing character of their area. They could be referring to Council or developers.
- A participant from outside Bass Coast indicated they would typically use their own local council's website for services such as payments and renewals and did not have a clear reason to visit another council's website. "I just wouldn't"
- Anecdotally, some participants sought assistance to log requests on their behalf, however limited internet connectivity made this difficult for the Council Officer. This reduced access to reliable technology may support the lower website usage and confidence, as reflected in responses.
- Quite positive feedback received about Council in general.

Inverloch

- Those who Officers spoke to were more likely to be visiting Bass Coast. Most chose not to provide feedback.

8.10 Instruments of Appointment and Authorisation

Division	**Innovation & Engagement**
Council Plan Strategic Objective	**Visionary Leadership** *Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.*

Declaration

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

Summary

The purpose of this report is to recommend that Council resolve to appoint the named officer/s as an Authorised Officer and approve the execution of the attached Instrument of Appointment and Authorisations.

Council is also recommended to revoke authorisation to officer/s that no longer require it under the *Planning and Environment Act 1987*.

Instruments of Appointment and Authorisation are appointed to people, not positions.

Recommendation

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:**
   - **Aurora Jin**
   - **Minna Todd**
   - **Myka Johnston**
   - **Oscar Price**
   - **Tina Morris**
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:**
   - **Annette Guilfoyle**
   - **Rowan Wagenaar**
   - **Sarah Shean**

Background

Council currently exercises its powers to appoint Authorised Officers.

Discussion

Authorisation facilitates the achievement of good governance for the community by empowering appropriate members of staff to make decisions.

Sustainability Implications

There are no sustainability implications associated with this report.

Finances

There are no financial implications associated with this report.

Stakeholders

Council – ensuring they can focus on high level strategic and Council planning.

Staff – ensuring the ability to undertake their roles.

Community – knowledge that appropriate delegations and authorisations are in place to allow for the effective and efficient running of Council.

Conclusion

It is recommended that Council adopt the attached Instrument of Appointment and Authorisation to the named officer/s as an Authorised Officer and approve the execution of the attached Instrument of Appointment and Authorisations.

Council is also recommended to revoke authorisation to officer/s that no longer require it under the *Planning and Environment Act 1987*.

Governing Documents

Section 313 Proceedings of the *Local Government Act 2020*.

Section 188 Planning authorities and responsible authorities may delegate powers of the *Planning and Environment Act 1987*.

Attachments

1. Aurora Jin S11A Instrument of Appointment and Authorisation Planning and Environment Act 1987 [**8.10.1** - 1 page]
2. Minna Todd S11A Instrument of Appointment and Authorisation Planning and Environment Act 1987 [**8.10.2** - 1 page]
3. Myka Johnston S11A Instrument of Appointment and Authorisation Planning and Environment Act 1987 [**8.10.3** - 1 page]
4. Oscar Price S11A Instrument of Appointment and Authorisation Planning and Environment Act 1987 [**8.10.4** - 1 page]
5. Tina Morris S11A Instrument of Appointment and Authorisation Planning and Environment Act 1987 [**8.10.5** - 1 page]

Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Aurora Jin

By this instrument of appointment and authorisation Bass Coast Shire Council –

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

(a) comes into force immediately upon its execution;

(b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Bass Coast Shire Council on 17 June 2026.

……..
Greg Box
Chief Executive Officer

……..
Date

Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Minna Todd

By this instrument of appointment and authorisation Bass Coast Shire Council –

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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This instrument is authorised by a resolution of the Bass Coast Shire Council on 17 June 2026.

……..
Greg Box
Chief Executive Officer

……..
Date

Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Myka Johnston

By this instrument of appointment and authorisation Bass Coast Shire Council –

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

(a) comes into force immediately upon its execution;

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This instrument is authorised by a resolution of the Bass Coast Shire Council on 17 June 2026.

……..
Greg Box
Chief Executive Officer

……..
Date

Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Oscar Price

By this instrument of appointment and authorisation Bass Coast Shire Council –

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
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……..
Greg Box
Chief Executive Officer

……..
Date

Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Tina Morris

By this instrument of appointment and authorisation Bass Coast Shire Council –

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
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……..
Greg Box
Chief Executive Officer

……..
Date

Statutory Reports

9 Statutory Reports

9.1 Informal Meeting of Councillors

Division	**Innovation & Engagement**
Council Plan Strategic Objective	**Visionary Leadership** *Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.*

Declaration

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

Summary

The *Bass Coast Shire Council Governance Rules 2025,* requires all Informal Meetings of Councillors records to be reported at the next practicable Council Meeting and to be recorded in the minutes of that meeting. The purpose of this report is to meet this requirement.

Recommendation

That Council receive the attached Informal Meeting of Councillors records.

Introduction

Chapter 6 of the *Bass Coast Shire Council Governance Rules 2025* defines an Informal Meeting of Councillors as a meeting of Councillors that:

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

1.2 is a meeting of a Council Committee that a Councillor is appointed to;

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

1.4 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

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

(a) tabled at the next convenient Council meeting; and

(b) recorded in the minutes of that Council meeting.

Governing Documents

Local Government Act 2020

Governance Rules

Attachments

1. IMOC 08 April 2026 CoC [**9.1.1** - 2 pages]
2. IMOC 15 April 2026 [**9.1.2** - 2 pages]
3. IMOC 22 April 2026 [**9.1.3** - 2 pages]
4. IMOC 29 April 2026 [**9.1.4** - 2 pages]
5. IMOC 06 May 2026 [**9.1.5** - 3 pages]
6. IMOC 06 May 2026 CoC [**9.1.6** - 2 pages]
7. IMOC 13 May 2026 [**9.1.7** - 2 pages]
8. IMOC 20 May 2026 [**9.1.8** - 2 pages]
9. IMOC 27 May 2026 [**9.1.9** - 2 pages]
10. IMOC 03 June 2026 [**9.1.10** - 2 pages]

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Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Committee of Council		
Time commenced:	1.45pm	Time concluded:	3.50pm
Location:	Wonthaggi Civic Centre		
Division:	All	Date: 08/04/2026	

Attendees

Cr R Halstead (Mayor)	Cr B Tessari (Deputy Mayor)
Cr M Edwards	Cr M Morgan
Cr J Temby	

Matters discussed	Attendees
Committee of Council – Surf Parade Shared Pathway	Jodi Kennedy, Patrick Dillon, Susie Nogic, Daniel Fokkens, Angus Cameron, Luke Bryant, Joel Dickson, Jade Glen Externals - Paul Dougas, Trevor Forge, Michelle Gardiner, Kevin Griffin, Aaron Harvey, James Higgs, Glenn Morris

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

Nil

Form completed by:	Jade Glen		
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT	
Received CEO's Office:		Date: 09 June 2026 | 8:45:45 AM AEST	

Governance Rules 2025

Chapter 6 – Miscellaneous

Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

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

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

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(b) recorded in the minutes of that *Council meeting*.

Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Council Agenda Run Through		
Time commenced:	10.30am	Time concluded:	11.10am
Location:	Wonthaggi Civic Centre		
Division:	All	Date: 15/04/2026	

Attendees

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

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

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

Nil

Form completed by:	Jade Glen	
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT
Received CEO's Office:		Date: 09 June 2026 | 8:45:45 AM AEST

Governance Rules 2025

Chapter 6 – Miscellaneous

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Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

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Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Councillor Briefings		
Time commenced:	9.45am	Time concluded:	3.04pm
Location:	Council Chamber, Wonthaggi & The Esplanade Hotel and Town Centre, Inverloch		
Division:	All	Date: 22/04/2026	

Attendees

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

Matters discussed	Attendees
Council Meeting Agenda Run Through	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Nicholas Felstead
Inverloch Walking Tour	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen,
Workshop – Surf Parade Stage 3 and Site visit for Pathway	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Angus Cameron, Daniel Fokkens, Luke Bryant, Craig Dinsdale, Joel Dickson, Simon Woodland
DEECA Coastal Erosion Works – Site visit and discussion	

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

Nil

Form completed by:	Jade Glen	
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT

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Governance Rules 2025

Chapter 6 – Miscellaneous

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Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Council Agenda Run Through		
Time commenced:	12.00pm	Time concluded:	12.16pm
Location:	Wonthaggi Civic Centre		
Division:	All	Date: 29/04/2026	

Attendees

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

Matters discussed	Attendees
Council Agenda Run Through	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Kristy Grattan, Daniel Fokkens, Joseph Kay, Nicola Glassey

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

Nil

Form completed by:	Jade Glen	
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT
Received CEO's Office:		Date: 09 June 2026 | 8:45:45 AM AEST

Governance Rules 2025

Chapter 6 – Miscellaneous

1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

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

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(a) tabled at the next convenient *Council meeting*; and

(b) recorded in the minutes of that *Council meeting*.

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Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Councillor Briefings		
Time commenced:	10.52am	Time concluded:	2.49pm
Location:	Wonthaggi Civic Centre		
Division:	All	Date: 06/05/2026	

Attendees

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

Matters discussed	Attendees
First Persons Framework	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Colette McMahon, Nicola Glassey
Gender Equality Action Plan Update	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Emma Sorensen
Probity Officer Discussion – Waste Contract	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Simon Woodland, Aaron Ferrell, Susan Gheller
Phillip Island Bridge Works Update	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Angus Cameron **Externals –** • Libby MacKenzie, VIDA Roads • Bart P Popielczyk, VIDA Roads
Western Port Down Under	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Simon Woodland, Colette McMahon, Shannan Little

Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

	External – • Sharee Marris, Western Port Down Under
Community Grants Round 1	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Shirley Egan, Anna Moore, Colette McMahon
Murray St Wombat Crossing	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Angus Cameron, Luke Bryant, Jennifer Anderson, Josh Wilkinson
Dust Suppression Seal Removal Policy	
Delegated Authority to the CEO	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Joseph Kay, Peter Mason

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

Cr J Thompson and Cr R Bauer declared a General Conflict of Interest on Community Grants Round 1.

Both Councillors left the room from 1.42pm until 1.53pm while the matter was discussed.

Form completed by:	Jade Glen	
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT
Received CEO's Office:		Date: 09 June 2026 | 8:45:45 AM AEST

Governance Rules 2025

Chapter 6 – Miscellaneous

1. Informal Meetings of Councillors

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(b) recorded in the minutes of that *Council meeting*.

Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Committee of Council		
Time commenced:	3.30pm	Time concluded:	4.15pm
Location:	Wonthaggi Civic Centre		
Division:	Future Places	Date: 06/05/2026	

Attendees

Cr B Tessari (Mayor)	Cr R Bauer (Deputy Mayor)
Cr T Bell	Cr T O'Brien

Matters discussed	Attendees
Committee of Council - Special Charge Scheme	Donna Taylor, Jade Glen, Luke Bryant, Angus Cameron, Jennifer Anderson Externals – Dave Sweeny, Martin Burns

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

Nil

Form completed by:	Jade Glen	
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT
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Governance Rules 2025

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Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Councillor Briefings		
Time commenced:	10.18am	Time concluded:	3.27pm
Location:	Wonthaggi Civic Centre		
Division:	All	Date: 13/05/2026	

Attendees

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

Matters discussed	Attendees
McDonalds / Dan Murphys Discussion	Donna Taylor, Nicholas Felstead
Q3 Update	Greg Box, Donna Taylor, Benita Russell, Patrick Dillon, Jade Glen, Keith Ludowyk, Joseph Kay, Peter Mason, Kathy Pompetti, Kiara Tonello
Major Projects Update	Greg Box, Donna Taylor, Benita Russell, Patrick Dillon, Jade Glen, Susie Nogic, Gabrielle Pugh
Nesci Court Development Plan	Greg Box, Donna Taylor, Benita Russell, Patrick Dillon, Jade Glen, Nicholas Felstead
Economic Development and Investment Update	Greg Box, Donna Taylor, Benita Russell, Patrick Dillon, Jade Glen, Shannan Little, Emilie Cutler, Lauren van Strijp
Risk Management Framework	Greg Box, Donna Taylor, Benita Russell, Patrick Dillon, Jade Glen, Kristy Grattan, Hayley Cork
Council Agenda Run Through	Greg Box, Donna Taylor, Benita Russell, Patrick Dillon, Jade Glen, Kristy Grattan
Budget Submission Hearings	Greg Box, Donna Taylor, Benita Russell, Patrick Dillon, Jade Glen, Joseph Kay, Peter Mason

Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

	Externals – Doug Waugh, Phillip Island and District Historical Society

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

Form completed by:	Jade Glen	
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT
Received CEO's Office:		Date: 09 June 2026 | 8:45:45 AM AEST

Governance Rules 2025

Chapter 6 – Miscellaneous

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Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Council Agenda Run Through		
Time commenced:	10.30am	Time concluded:	10.55am
Location:	Wonthaggi Civic Centre		
Division:	All	Date: 20/05/2026	

Attendees

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

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

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

Nil

Form completed by:	Jade Glen	
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT
Received CEO's Office:		Date: 09 June 2026 | 8:45:45 AM AEST

Governance Rules 2025

Chapter 6 – Miscellaneous

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Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Councillor Briefings		
Time commenced:	10.45am	Time concluded:	3.00pm
Location:	San Remo Recreation Centre		
Division:	All	Date: 27/05/2026	

Attendees

Cr B Tessari (Mayor)	Cr R Bauer (Deputy Mayor)
Cr M Edwards	Cr R Halstead
Cr M Morgan	Cr T Bell
Cr J Temby	Cr J Thompson

Matters discussed	Attendees
Cowes McDonalds	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Nicholas Felstead Externals – • Luke Walker, Planner – Ratio Consultants • Alice Maloney, Director – Ratio Consultants • Jonathan Yap, McDonald's Australia Limited, Head of Development - Southern Region • James Million, McDonald's Australia Limited, Project Delivery Manager
Strategic Review of Markets on Council Land	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Nicholas Felstead, Shannan Little, Emilie Cutler
San Remo Walking Tour	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Nicholas Felstead, Shannan Little, Daniel Fokkens, Emma Sorensen, Joseph Kay, Benita Russell, Keith Ludowyk,

Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

Wintersun	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Andrew Teasdale,

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

Nil

Form completed by:	Jade Glen	
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT
Received CEO's Office:		Date: 09 June 2026 | 8:45:45 AM AEST

Governance Rules 2025

Chapter 6 – Miscellaneous

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Informal Meetings of Councillors Summary

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

Details of Informal Meetings of Councillors

Title of Meeting	Council Briefings		
Time commenced:	10.48am	Time concluded:	3.59pm
Location:	Wonthaggi Civic Centre		
Division:	All	Date: 03/06/2026	

Attendees

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

Matters discussed	Attendees
Communications, Engagement & Advocacy Strategy	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Nicola Glassey, Jo Radford
2026/27 Budget	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon Jade Glen, Joseph Kay, Peter Mason
Property Matters Update	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Andrew Teasdale
Dust Suppression Seal Removal Policy	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Angus Cameron, Luke Bryant, Jennifer Anderson
MAV CEO Presentation	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen
Working Together Policy	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Emma Sorensen

Docusign Envelope ID: 56CEC7F1-7C02-4E5B-B21E-5594E1CEA2B7

Dunes Lifestyle Living Development	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Austin Cram, Melanie Wright, Kerri-Anne Tatchell Externals - Patrick Barry, Greg Bursill
Wonthaggi Structure Plan Review	Greg Box, Donna Taylor, Jodi Kennedy, Patrick Dillon, Jade Glen, Austin Cram, Melanie Wright, Kerri-Anne Tatchell

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

Nil

Form completed by:	Jade Glen	
Signature: Jade Glen		Date: 03 June 2026 | 6:44:10 PM PDT
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Governance Rules 2025

Chapter 6 – Miscellaneous

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9.2 Planning and Building Statistics - April 2026

Division	**Future Places**
Council Plan Strategic Objective	**Thriving Places** *Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.*

Declaration

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

Summary

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

PLANNING PERMITS, AMENDMENTS AND VICSMARTS REFUSED:

Application Number	Address	Proposal
PDPLANVIC-2025/001126	9 Talofa Av, Cowes	Removal of one tree in Vegetation Protection Overlay (VPO2)
PDPLANPER-2025/000855	75 Bass Rd, Bass	Use and Development of the land for a Store (Contractors Depot) in the Farming Zone (FZ)

PLANNING PERMITS, AMENDMENTS AND VICSMARTS ISSUED:

Island Ward

Application Number	Address	Proposal
PDPLANPER-2026/000149	73 Pembrey Loop, Cowes	Development of land for a dwelling in a Bushfire Management Overlay (BMO)
PDPLANPER-2026/000045	21 Seaview Cr, Surf Beach	Alterations to an existing dwelling in a Design and Development Overlay (DDO1)
PDPLANVIC-2026/000268	1/7 Beach St, Cowes	Remove one tree in the Vegetation Protection Overlay (VPO2)

PDPLANPER-2025/000997	84 Pembrey Loop, Cowes	Two lot subdivision in the General Residential Zone (GRZ1) and Bushfire Management Overlay (BMO) SPEAR: S258474E

Western Port Ward

Application Number	Address	Proposal
PDPLANPER-2025/000710	15A Elevation Cr, San Remo	Development of land for a dwelling over 7 metres in height in a Design and Development Overlay (DDO1)
PDPLANPER-2025/001063	5 Farmore St, San Remo	Construction of a dwelling over 7m in height in the Design and Development Overlay (DDO1)
PDPLANPER-2025/000881	13-15 Small Ct, San Remo	Two lot Subdivision (SPEAR: S255760M) and the removal of native vegetation (consequential loss)
PDPLANPER-2024/001927	17 Jade Rd, The Gurdies	Use and Development of the land for a Function Centre associated with an existing Winery and Industry associated with Wine Making in the FZ and BMO, Construction of a Business Identification Sign, Buildings and works to construct an Outbuilding associated with Industry, and a reduction in car parking requirements associated with Industry.
PDPLANVIC-2026/000269	31 & 33 & 35 Champ Elysees Esp, Coronet Bay	Reduction of car parking requirements associated with the use of land for food and drink premises (food van)
PDPLANVIC-2026/000303	146 Queensferry Jetty Rd, Queensferry	Construction of an outbuilding associated with an existing dwelling in the Farming Zone (FZ1)
PDPERAMD/210517-2	6 Spring Rise, Corinella	Removal of condition 3 and amendment to preamble to reference to current title details

PDPLANPER-2025/000107	Korumburra-Wonthaggi Rd, North Wonthaggi	Fourty-five lot subdivision of land adjacent to the principal road network in the General Residential Zone (GRZ1)
PDPLANPER-2026/000074	125 Desmond Rd, Wattle Bank	Two lot subdivision in the Rural Living Zone (RLZ) and Land Subject to Inundation Overlay (LSIO) (SPEAR S254025S)
PDPLANPER-2025/000104	26 & 30 Oates Rd, North Wonthaggi	Sixty lot subdivision of land in the General Residential Zone (GRZ1)
PDPLANPER-2025/000105	3028 Korumburra-Wonthaggi Rd, North Wonthaggi	Twenty-four lot subdivision of land adjacent to the principal road network in the General Residential Zone (GRZ1)
PDPLANPER-2026/000172	39 Laurette Av, San Remo	Development of land for a dwelling in a Design and Development Overlay (DDO1)
PDPLANPER-2026/000246	9 Balcombe St, Corinella	Two lot subdivision of land in the General Residential Zone (GRZ1) and creation of access to a road in a Transport Zone 2 (TRZ2) S265897M
PDPLANVIC-2026/000332	8 Cambridge Way, North Wonthaggi	Removal of one canopy tree

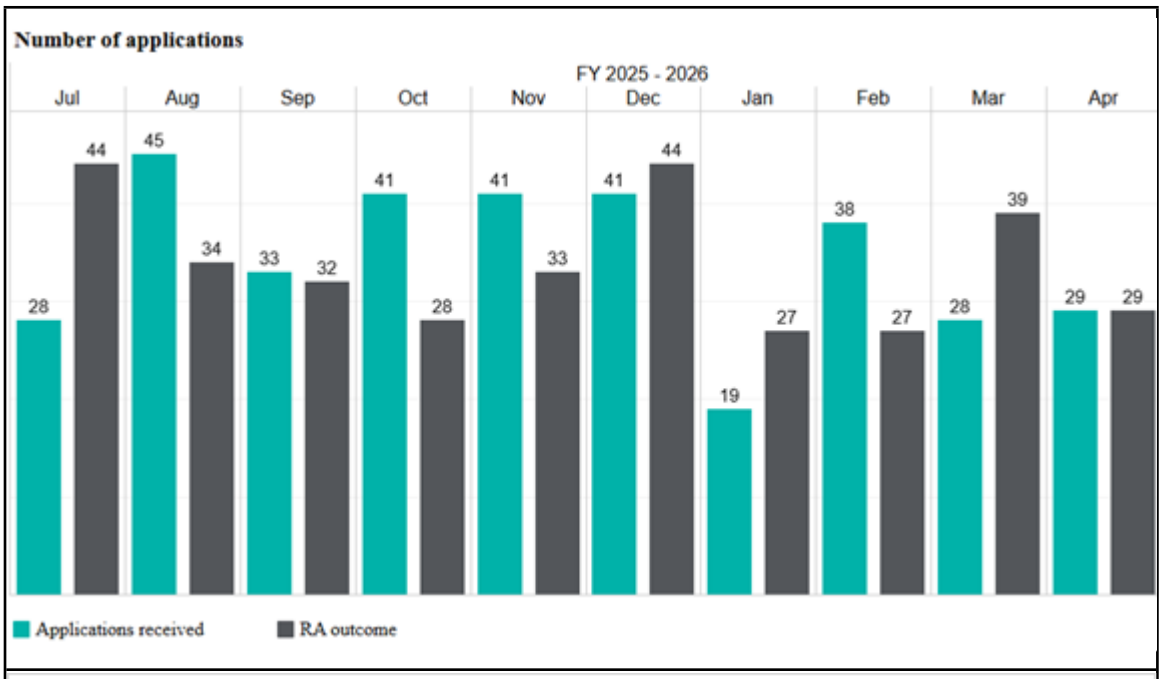
Bunurong Ward

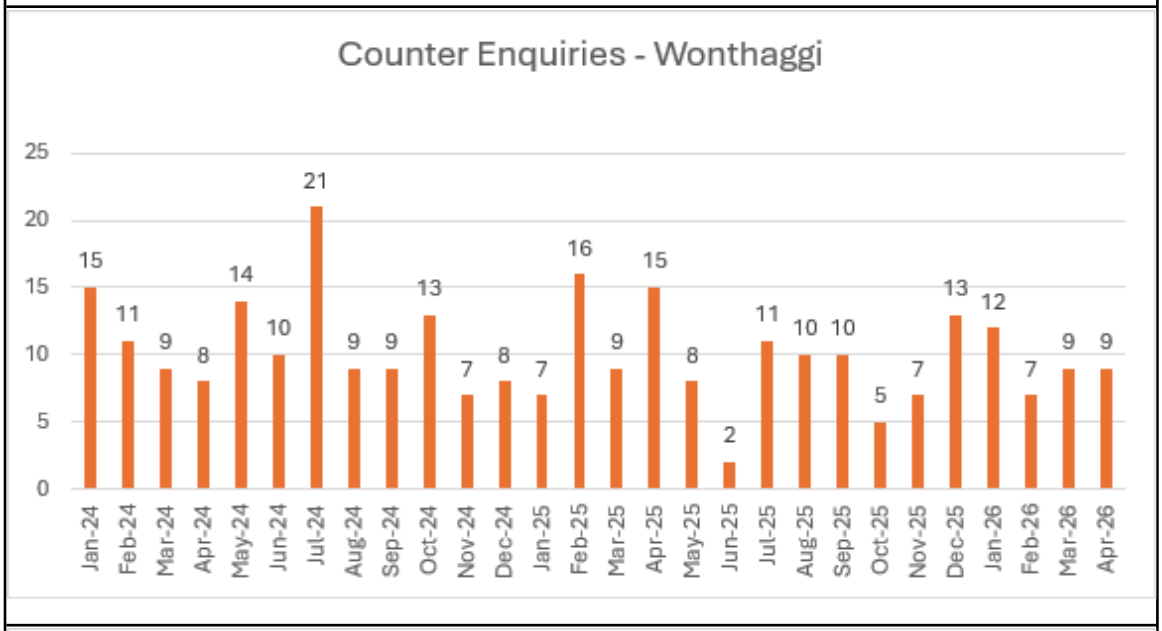
Application Number	Address	Proposal
PDPLANPER-2025/000936	33 Seaward Dr, Cape Paterson	Two Lot Subdivision (SPEAR: S257496T)
PDPLANPER-2025/000062	40 Graham St, Wonthaggi	Use and Development of the land for a Childcare Centre in the General Residential Zone (GRZ1), Alteration of Access to a Transport Zone Category 2, and a Reduction in Car Parking requirements
PDPLANPER-2025/000856	Anglicare 7-8/1 Billson St, Wonthaggi	Use of the land for a Veterinary Centre in the Commercial 1 Zone (C1Z)

PDPLANPER-2025/001090	15 Brook St, Wonthaggi	Development of the land for three dwellings in the General Residential Zone (GRZ1)
PDPERAMD-2024/002635-1	39 John Flagg Rise, Inverloch	Amendment to plans and request to amend preamble

PLANNING AND BUILDING ACTIVITY REPORT FOR APRIL 2026

Statutory Planning	This month (April)	Last month	Year to date (financial year)
% of applications determined within statutory timeframe	48.28%	65.00%	69.44%
Average Gross Days (Average processing days to RA Outcome)	162.6	152.3	131.4
Average Gross Days to final outcome (Average processing days to final outcome)	153.4	114.5	125
Number of live applications (Planning Permit, s72 Amendments, VicSmarts)	151	151	N/A
Number of applications received for the month (Planning Permit, Amendments, VicSmarts)	29	27	343
Number of Responsible Authority outcomes (Planning Permit, Amendments, VicSmarts)	29	40	337


Number of applications
FY 2025 - 2026
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
28
44
45
34
33
32
41
28
41
33
41
44
19
27
38
27
28
39
29
29
Applications received
RA outcome


Counter Enquiries - Wonthaggi
25
20
15
10
5
0
15
11
9
8
14
10
21
9
9
13
7
8
7
16
9
15
8
2
11
10
10
5
7
13
12
7
9
9
Jan-24
Feb-24
Mar-24
Apr-24
May-24
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Jul-24
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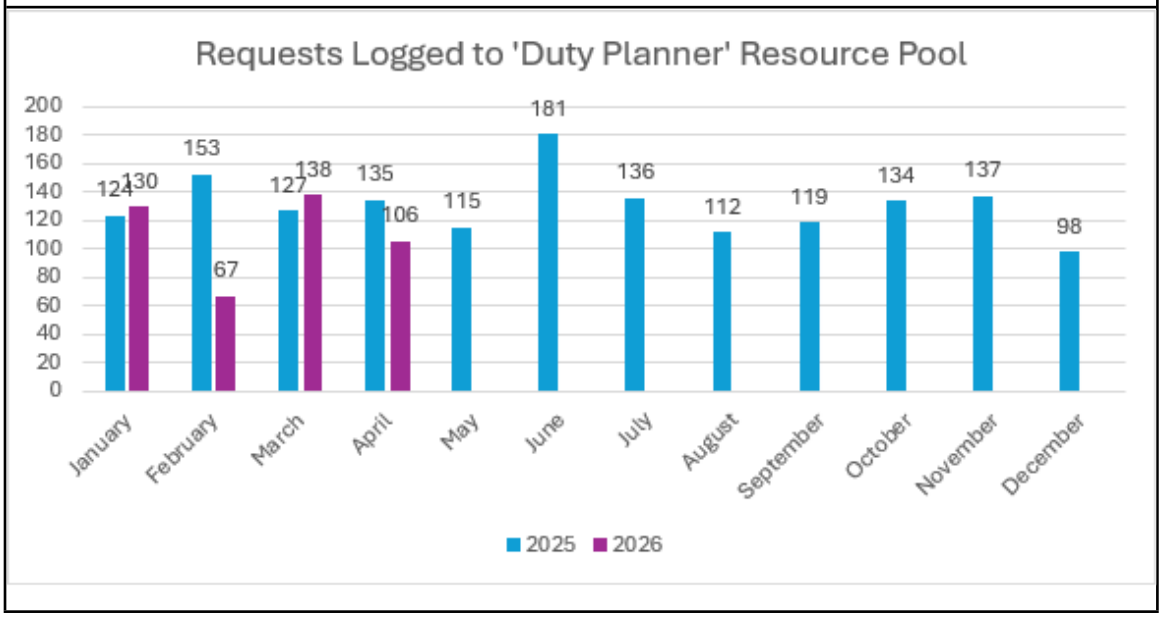
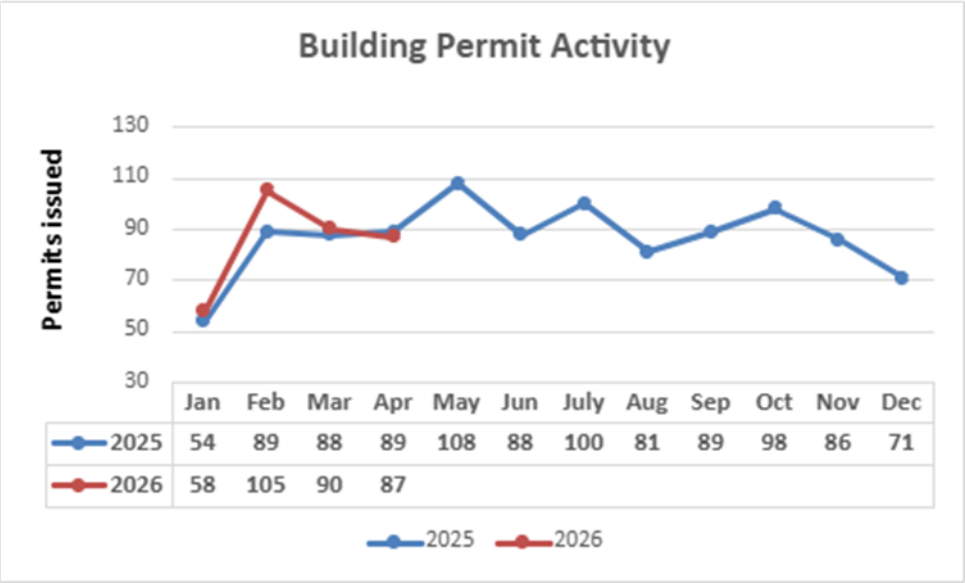
Feb-26
Mar-26
Apr-26


Requests Logged to 'Duty Planner' Resource Pool
200
180
160
140
120
100
80
60
40
20
0
124
130
153
67
127
138
135
106
115
181
136
112
119
134
137
98
January
February
March
April
May
June
July
August
September
October
November
December
2025
2026

Municipal Building Services & Enforcement	This month (April)	Last month	Year to date (financial year)
Essential Safety Measure inspections	0	2	6

• Applications:
  • Report & Consent
  • Build Over Easement
  • 29A Demolitions
  • Copy of Building Plans
	
	25
	1
	15
	20
		
		24
		1
		12
		16
			
			205
			16
			127
			119

POPE and Siting consents issued for temporary structures	0	0	7
Complaints received requiring investigation	11	20	63
New building enforcement cases	3	3	15
Number of open building enforcement cases	42	44	n/a
Building permits issued by Council	0	0	0



Planning Enforcement	This month (April)	Last month	Year to date (financial year)
New complaints/case files opened	12	15	113

Complaints/case files closed	29	19	124
Current open complaints/case files	3	20	3

STATUTORY PLANNING DEFINITION:

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

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

Recommendation

That Council:

1. **Receives and notes the Planning Permits issued under delegation report for April 2026; and**

2. **Receives and notes the Planning and Building Activity Report for April 2026.**

Attachments

Nil

9.3 Contracts Awarded and or Extended under CEO Delegation for May 2026

Division	**Innovation & Engagement**
Council Plan Strategic Objective	**Thriving Places** *Facilities and infrastructure meet current and future needs. Growth is sustainable and well planned. Our economy, agriculture, tourism and industries are resilient. Unique character is preserved.*

Declaration

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

Summary

Contracts Awarded

For the period from 1 May 2026 to 31 May 2026, no contracts were awarded under the Chief Executive Officer's financial delegation in accordance with Council's Procurement Policy.

Contracts Extended

For the period from 1 May 2026 to 31 May 2026, no contracts were extended under the delegated authority for contract variations and extensions in accordance with Council's Procurement Policy.

Governing Documents

Procurement Policy 2026

Recommendation

That Council notes the above contracts were awarded and or extended under the delegated authorities in accordance with the Procurement Policy during May 2026.

Attachments

Nil

9.4 Receipt of Audit and Risk Committee Minutes - 3 March 2026

Division	**Innovation & Engagement**
Council Plan Strategic Objective	**Leading for our Community** *Demonstrating leadership through good governance, transparency and accountability*

Declaration

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

Summary

Attached are the minutes of the Audit and Risk Committee Meeting held on Wednesday 3 March 2026.

Recommendation

That the minutes of the Audit and Risk Committee meeting held on 3 March 2026 be received and the recommendations therein adopted.

Table of Contents

1 Attendees

2 Declarations of Interest

3 Confirmation of Minutes

3.1 Confirmation of Audit and Risk Committee Meeting Minutes from 26 November 2025

4 Matters Arising from Previous Minutes

4.1 Actions Arising from Previous Minutes

5 Emerging Trends and Issues

5.1 CEO Update

6 Internal Audits

6.1 Internal Audit Program Status

6.2 Status report on action items identified through the audit program

6.3 Internal Audit - Human Resources - Revised

6.4 Internal Audit - Statutory Planning

7 External Audits

8 Financial Reports

8.1 Councillor Expenses and Quarterly Performance Reporting

8.2 Capital Works Quarter 2 update 2025-26

8.3 Procurement Policy Review

9 Risk Management

9.1 Risk Management Report

9.2 Cyber Security Update

10 Compliance

10.1 Non-compliance and legal counsel engagement report for the period 1 October 2025 to 31 December 2025

10.2 Legislative Compliance

11 Governance Matters

11.1 Annual Work Program from the Chair

11.2 Reports from other agencies

12 General Business

13 Chair Announcement of Next Meeting

14 Meeting Closed

Attachments

1. CONFIDENTIAL REDACTED - Closed Audit and Risk Committee Minutes 3 March 2026 [**9.4.1** - 13 pages]

9.5 Audit & Risk Committee Biannual Report

Division	**Innovation & Engagement**
Council Plan Strategic Objective	**Visionary Leadership** *Our communities flourish through leadership that is open and responsible, ensuring decisions serve the communities best interests, and comply with legislative obligations.*

Declaration

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

Summary

The purpose of this report is for Council to receive the Audit and Risk Committee Biannual Report for 1 July 2025 to 31 December 2025.

Recommendation

That Council receives the attached Audit and Risk Committee Biannual Report for 1 July 2025 to 31 December 2025.

Background

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

The Charter requires that:

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

Attachments

1. CONFIDENTIAL REDACTED - Biannual Report July - December 2025 [**9.5.1** - 6 pages]

10 Urgent Business

11 Mayoral Announcement of Next Meeting of Council

The next Council Meeting will be held on 15 July 2026 in the large meeting room at Berninneit, Cowes commencing at 1.00pm.

12 Meeting Closed

That the meeting be closed.